

Warehouse safety manual

Use, inspection and maintenance of
Drive-in/Drive-through pallet racks and Pallet Shuttle systems



Summary

A MANUAL OUTLINING THE USE AND MAINTENANCE OF DRIVE-IN/DRIVE-THROUGH PALLET RACKING AND THE PALLET SHUTTLE SYSTEM

3	Introduction
4	Key warehouse components
4	Unit loads
5	Slabs or floors
6	Handling equipment
7	Storage systems
8	Drive-in/Drive-through pallet rack systems
8	Description
10	Pallet Shuttle systems
10	Description
11	Using your racks and handling equipment
11	Unit loads
13	Forklifts
17	Drive-in/Drive-through pallet rack systems
22	Pallet Shuttle systems
24	Inspection and maintenance
24	Inspecting your storage system
25	Inspecting frames
27	Inspecting racking bays
28	Inspecting brackets and rails
30	Inspecting floors and aisles
31	Inspecting unit loads
33	Inspecting handling equipment
34	Other considerations
35	Safety checklist for drive-in/drive-through systems

Introduction

All warehouses in operation hold productivity and working conditions as universally important concepts. That is why safety must come first in the day to day usage of your racking system. Safe, strictly observed warehouse practices will keep personnel entrusted with working for a company from being at risk.

The focus of this manual is installations where unit loads, generally palletised or in containers, are transported by forklifts or other handling equipment. It does not address the risks involved with the manual loading of goods.

A well-maintained pallet rack warehouse will facilitate all work in progress. However, misuse of any part of the storage system may cause an accident.

A warehouse includes these principal elements:

- the slab or floor,
- unit loads,
- handling equipment,
- racks.

To prevent possibly dangerous situations –where personnel could get hurt, or there could be costly stops in service and damage to the installations or goods–, the following measures should be taken:

- **Prevention:** train personnel to use the installation and equipment properly.
- **Inspection:** have ongoing checks by personnel to make sure everything stays in top condition.
- **Maintenance:** if there is a defective or malfunctioning warehouse component, it must be fixed or replaced immediately.

The safe, sound use of an installation is achieved through the collaboration of the users and the racking and handling equipment manufacturers.

The Mecalux Group has put this manual together to guide its customers on how to use a racking system correctly. Its contents are based on the diverse recommendations from European agencies in this sector (FEM, INRS), the EN 15635 standard (Steel Static Storage Systems. Application and maintenance of storage equipment), technical notes on prevention from the NTP (the Spanish National Institute of Workplace Safety and Hygiene), and more than 50 years of experience in the warehousing sector.

As such, this manual should be read carefully, and its recommendations applied. The Mecalux Group is on hand to answer any questions installation users may have on the subject.

Please note!

Responsibility for the surveillance, use and condition of the installation lies with the customer. The customer must convey the content of these manuals to those in charge of the warehouse and to warehouse users.

This manual is based on the guidelines found in the EN 15635 standard.

The user must also comply with the specific standards for this type of installation in force in each country.



Key warehouse components

Unit loads

Unit loads are comprised of the product to be stored and any additional elements required to move and store this product (pallets and containers).

These bases have different shapes and are made of different types of materials:

- Wooden pallets
- Metal or plastic pallets
- Containers

The construction of these bases must comply with the following requirements:

- the specifications found in ISO, EN and UNE standards.
- the ability to withstand the deposited load.
- the model is suited to the installation's planned design.

Special considerations must be taken into account when providing load storage on plastic or metal bases and containers. These considerations must be clearly identified and firmly established prior to the installation's design. Additional measures might well be necessary, which may result in higher system maintenance.



Wooden pallet



Metal or plastic pallet



Container

Both the weight and maximum dimensions of the palletised loads must be predetermined. The system can then operate correctly, in terms of strength and clearances. Unit loads can take on different shapes once goods have been placed on the pallet.



Fully covered and aligned



Overhanging and centred



Fanned



Bowed

Slab or floor

A slab is a basic structural component for operating a warehouse, which is determined and constructed as per the following:

- **Characteristics such as stability and strength**, which must withstand the loads transmitted by the racks and the handling equipment. As a minimum, the concrete must be of C20/25 quality (according to EN 1992), with a minimum strength of 20 N/mm².
- The **planimetry or levelling of the slab or floor**, which must be done according to the specifications found in the EN 15620 standard.

Slabs or floors are available in several finishes (concrete, bituminous materials, etc.). When using bituminous materials, special attention must be paid to the design of the racking.

A slab's thickness and geometrical features must be well-suited to fastening racking footplates to the floor with anchor bolts.

Handling equipment

Mechanical or electromechanical equipment is not only used to load and unload goods from the racks, but also for transporting these goods from place to place.

The most commonly used types are:

- **Stackers.** Driver sits on board or uses foot-operated models.
- **Counterbalanced forklifts.** With three or four wheels.
- **Reach trucks.** Counterbalanced with a retracting mast.



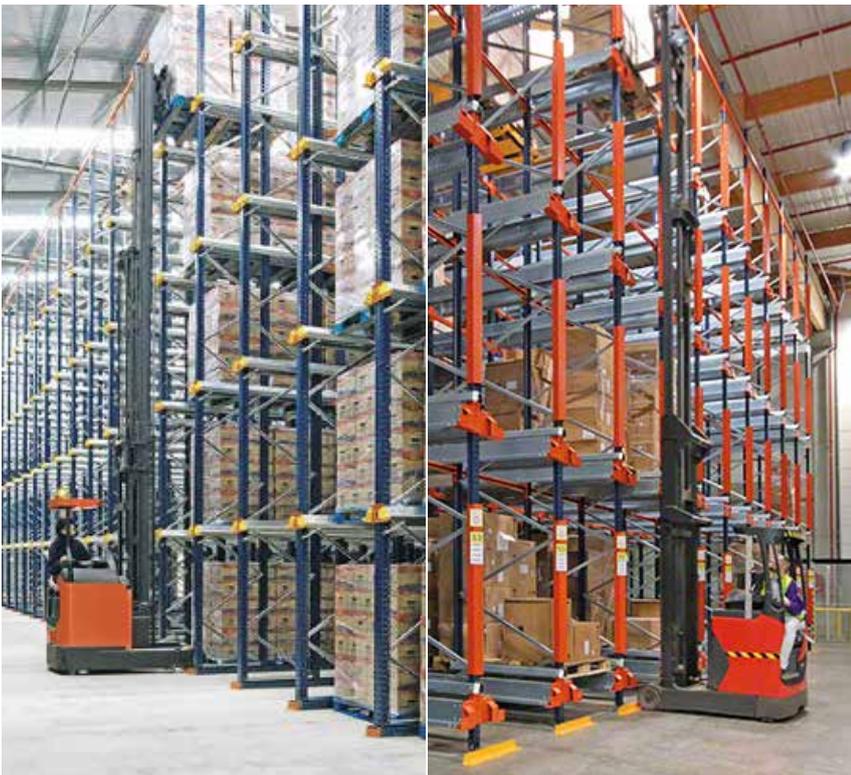
Stacker



Counterbalanced forklift



Reach truck



Choosing these tools is the key to properly handling warehouse goods. To do so, the following information must be closely considered:

- sizes,
- manoeuvring aisle needed,
- maximum lifting height,
- maximum load lifting capacity.

A warehouse's capacity depends in great measure on these factors, especially the manoeuvring aisle and lifting height.

The machine must have a load capacity that is perfectly suited to the unit load.

The fork size or storage implements and accessories must be suited to the unit load.

Storage systems

Below, it explains the names used to classify the parts of a storage system.

A storage system is a set of metal racks designed to store unit loads in a safe, organised manner.

According to the EN 15620 standard, and the handling equipment in use, storage systems can be classified as follows:

- **Class 100:** pallet racks with narrow aisles operated by automatically controlled stacker cranes.
- **Class 200:** pallet racks with narrow aisles operated by automatically controlled stacker cranes with additional positioning.
- **Class 300:** pallet racks with narrow aisles operated by forklifts, which do not turn in the aisle to load or unload unit loads from the racks. Forklifts are driven the length of the aisle along mechanical guide rails or induction cables.
 - Class 300A:** the operator goes up and down with the load and uses manual height positioning. When the operator remains at ground level, there is a closed-circuit camera system or the equivalent.
 - Class 300B:** the operator stays at ground level and does not have indirect viewing systems.
- **Class 400**
 - Wide aisles:** pallet racks with aisles wide enough so the forklift can turn 90° when loading and unloading the racks.
 - With narrow aisles:** pallet racks with a narrow aisle that can be used by specialised forklifts.

This safety manual details information on Drive-in/Drive-through pallet racks and the Pallet Shuttle system, which generally use class 400 forklifts.

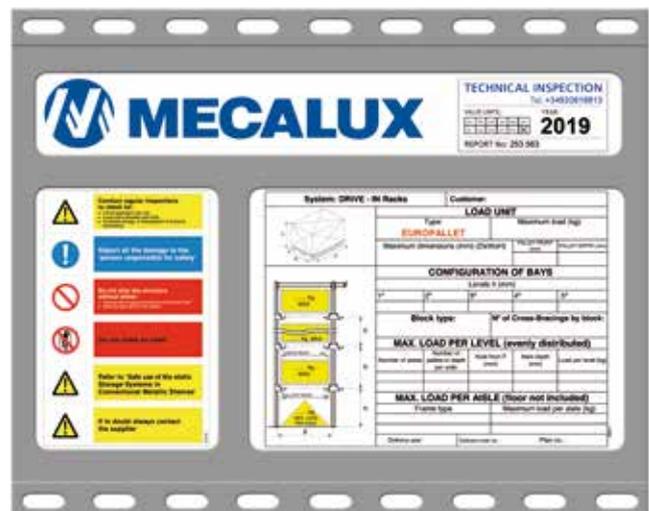
Its design is determined from data or specifications provided by the user or representative. In particular, the characteristics to consider for drive-in pallet rack systems are established in the EN 15629 standard (Steel static storage systems - Specification of storage equipment). Nevertheless, the primary data for any storage system are:

- unit loads,
- location of the installation,
- handling equipment used,
- premises or space being occupied,
- slab or floor,
- intended use of the warehouse.

By defining these characteristics, Mecalux can design the best storage system for each customer, always keeping their instructions in mind. All these specifications will be shown in the quote's technical documents and the safe load warning notice placed at the storage system's entrance.

Please note!

Any change, modification or expansion of the installation must be analysed and authorised by the Mecalux Group.



Drive-in/Drive-through pallet rack systems

A drive-in racking system consists of a set of metal racks forming inner load lanes with rails that support the pallets. The forklifts circulate in the access aisle and then drives into the inner load lane of the racks with the load raised above the level where it will be deposited.

This type of installation is designed for homogenous product storage, with a large number of pallets per SKU and where direct access to each pallet is not a decisive factor. Each load lane of the drive-in racking system has support rails on either side, set up on several levels and where the incoming pallets are placed.



Description

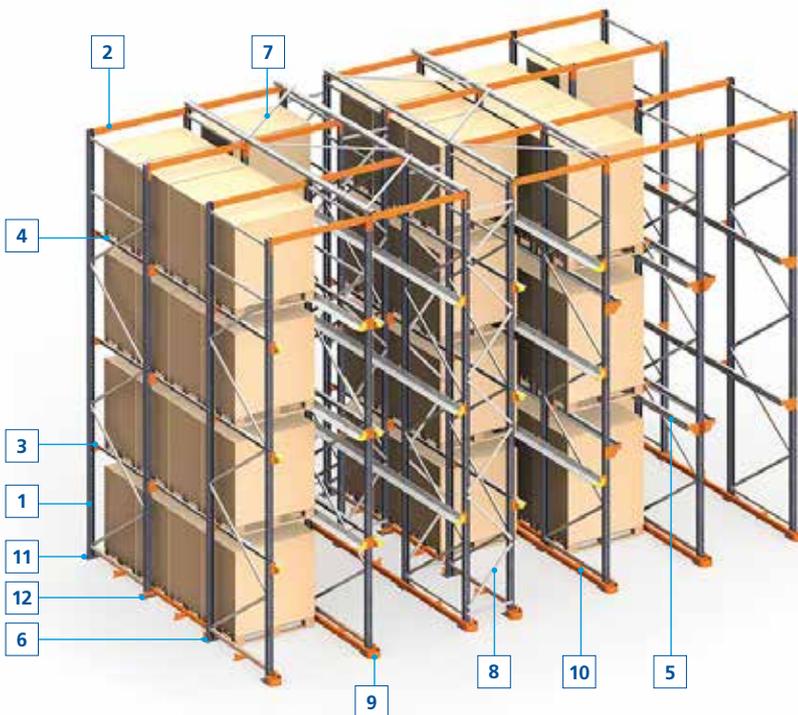
The primary components of a drive-in installation are:

Frames

Vertical metal components to support the different load levels.

Brackets

Overhanging horizontal metal parts fastened to the uprights. These indirectly support the unit load on each level and the rails rest on them.



1. Frame
2. Drive-in beam
3. Bracket
4. GP rail (pallet centraliser)
5. C rail (no pallet centraliser)
6. Upright footplate
7. Upper horizontal bracing
8. Vertical bracing or rigidising structure
9. Guide rail entry protector
10. Guide rail
11. Levelling shims
12. Anchor bolts

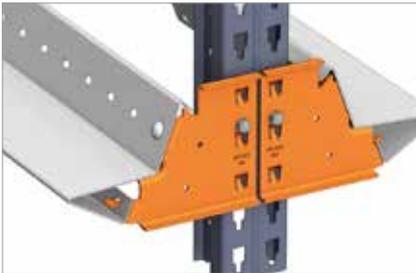
Your installation may only include some of the above mentioned components.
The constructive system of your warehouse is listed in the layout and technical documents of your quote.

Rails

Horizontal metal components arranged perpendicularly to the operating aisle. These support the unit loads of each level and are fastened to the upright using the brackets.

Guide rails

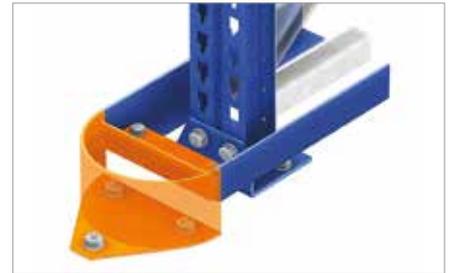
Bolted to the floor, these make forklift operations easier in the storage lanes. They also reduce the time it takes to move goods and avoid possible collisions with the structure. They are recommended to ensure incoming and outgoing unit loads are handled properly on the racking.



GP Bracket (pallet centraliser)



C Bracket (no pallet centraliser)



Guide rail entry protector



Guide rail

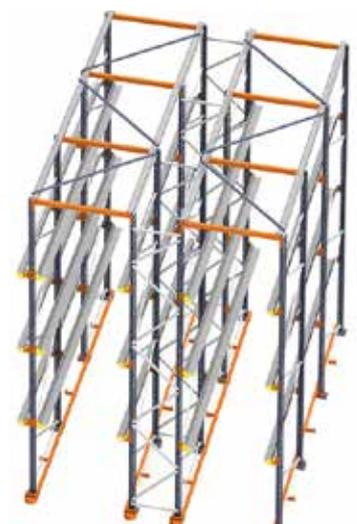
Braces

Metal components that make the structure sturdier and increase the longitudinal stability when required by the installation's load and height.

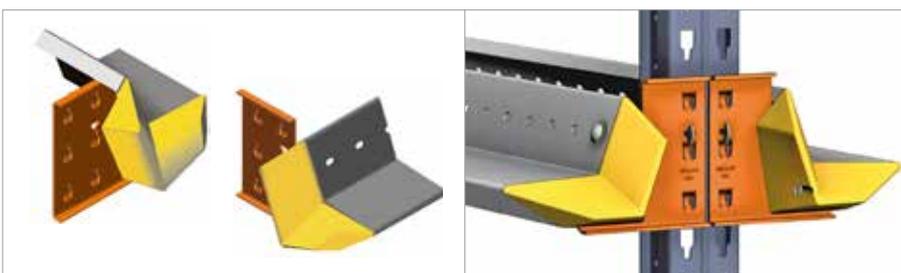
Pallet centraliser sets

Pallet centraliser sets are placed in the openings of the GP rails on each of the load lanes in the drive-in/drive-through system to:

- be used as a reference tool for the forklift operator,
- guide the pallet into the entry point,
- protect the loading rail against any blows.



Braces



Pallet centralisers

Pallet Shuttle systems

This high-density warehousing system is similar to the drive-in and drive-through systems, with the following differences:

- the forklift does not enter the storage lanes,
- each lane level can hold a different SKU,
- the forklift takes or leaves a pallet from the first position. A semi-automatic shuttle is first placed on the corresponding level, then moves pallets inside the racks.



Description

The primary components of a Pallet Shuttle system are:

Frames

Vertical metallic structures supporting the different load levels.

Outer brackets

Metallic components that extend out the ends of the lane and indirectly support the unit loads on each level. In addition, this is where the rails rest.

Beams

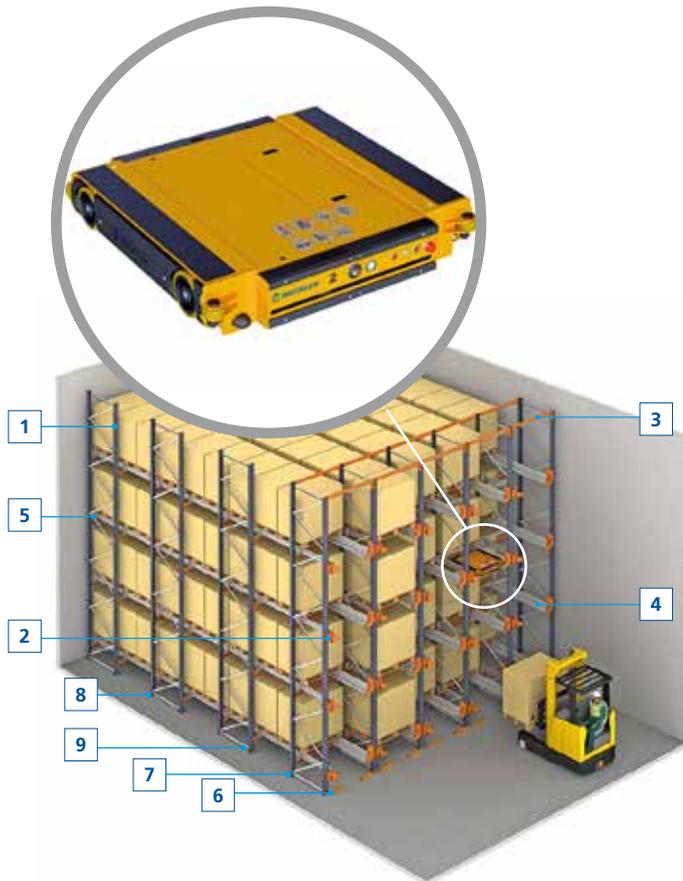
Placed on the inner facet to support the rails.

Rails (shuttle rails)

Horizontal metal components that extend out the ends of the lane and indirectly support the unit loads on each level. In addition, the Pallet Shuttle runs along these rails. Rails are bolted to the brackets and beams.

Rail stops

These stops are placed at lane ends to stop the shuttle from accidentally falling.



1. Frame
2. Outer bracket
3. Beam
4. Rail
5. Rail stop
6. Ground level stop
7. Upright footplate
8. Levelling shims
9. Anchor bolts

Your installation may only include some of the above mentioned components.

The constructive system of your warehouse is listed in the layout and technical documents of your quote.

Please note!

This manual only explains rack components. Additional information is available in the Pallet Shuttle safety manual and user guides.



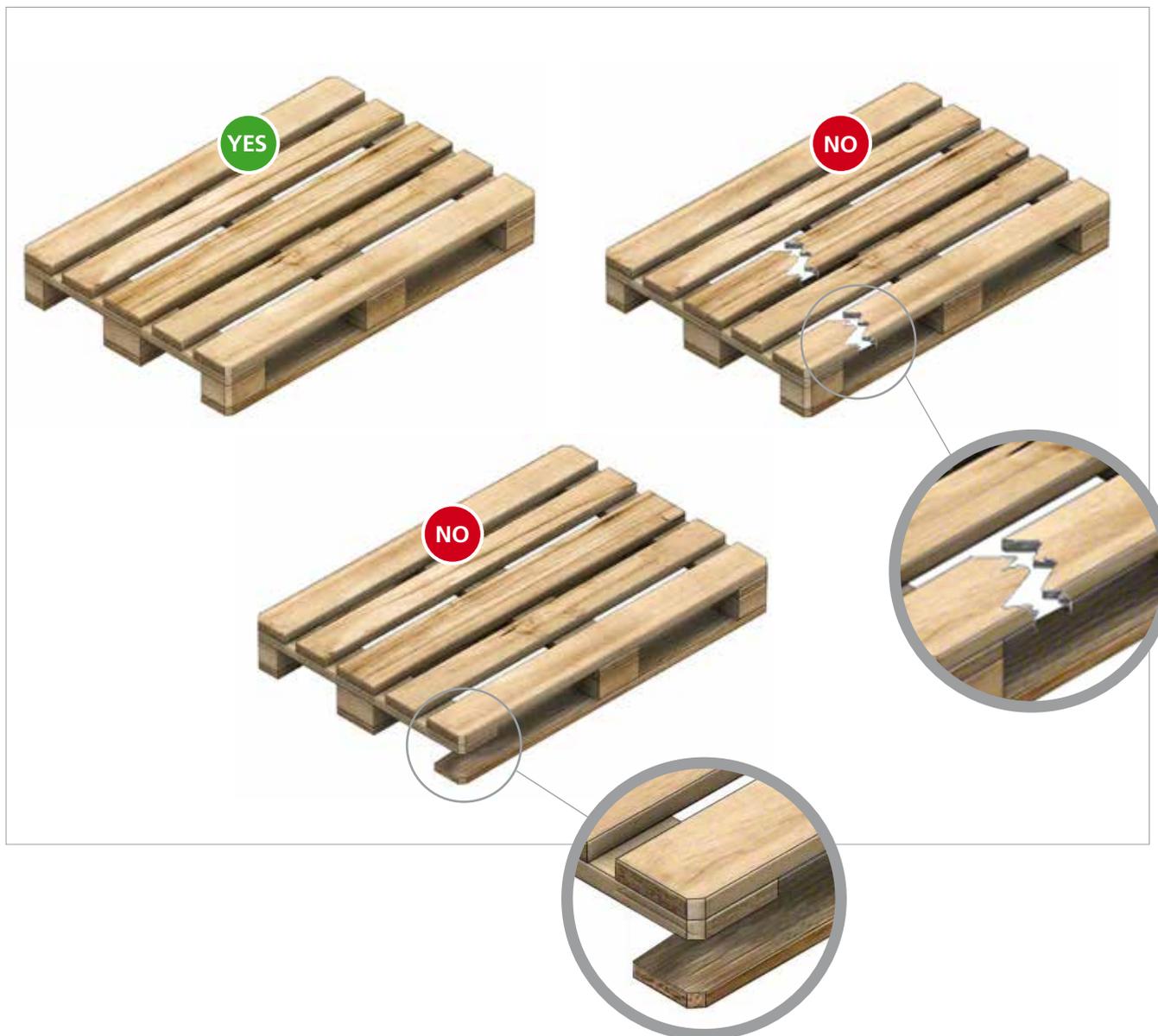
Using your racks and handling equipment

Unit loads

Unit loads, formed by a pallet plus the merchandise inside it, must adhere to the following requirements:

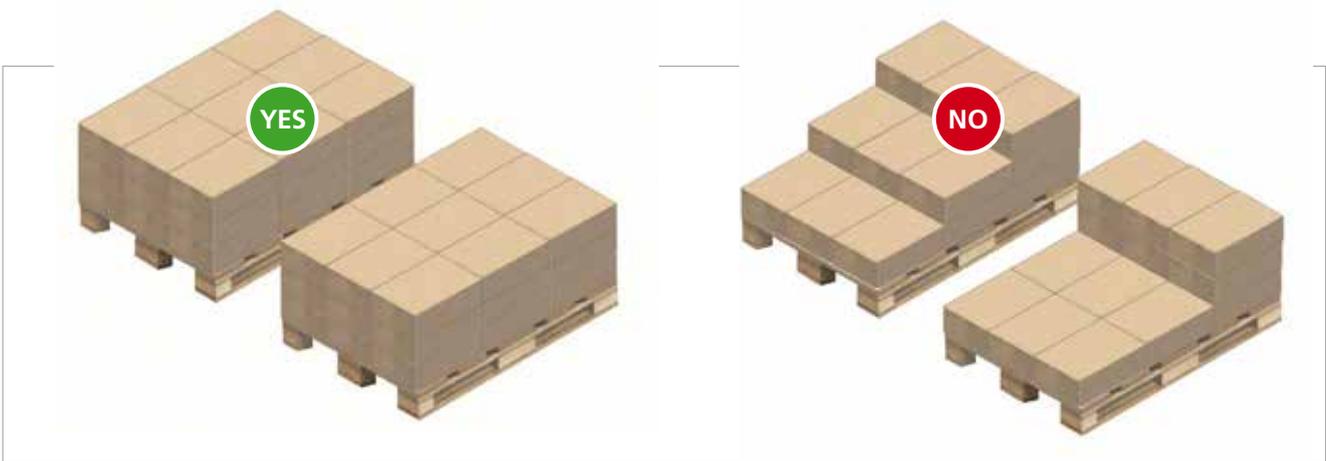
- Adjust to the size considered in the racking design, meaning it must not surpass either the maximum defined weight or size (width, depth and height).
- The pallet or container must correspond to the established design and not show any type of damage or wear.

Non-conforming unit loads are those which are damaged or show wear, as defined in the section called "Inspecting unit loads" in this safety manual. A control system must be established to prevent the recirculation of damaged pallets in the warehouse.

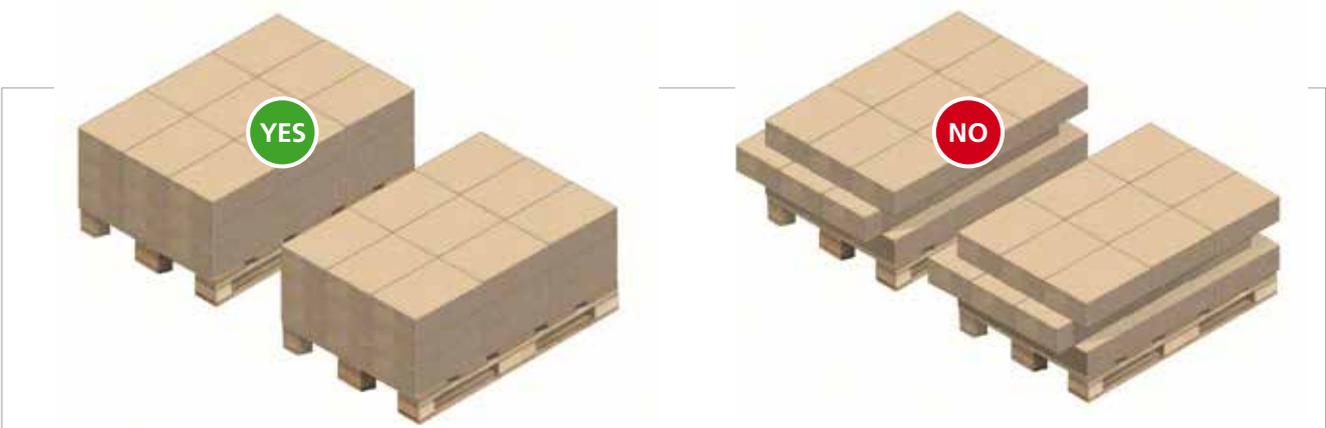


Using your racks and handling equipment

- The entire unit load must be stable and compact due to its proper distribution, with the goods fastened or tied down using straps, shrink-wrapping, etc.
- Goods must be uniformly distributed on the pallet.



- Goods must be correctly stacked on the pallet.



Standardised pallets adhere to the stipulations in the corresponding regulations:

- **EN 13382**
Flat pallets for materials handling. Principal dimensions.
- **EN 13698-1**
Pallet production specification. Construction specification for 800 mm x 1,200 mm flat wooden pallets. (part 1)
- **EN 13698-2**
Pallet production specification. Construction specification for 1,000 mm x 1,200 mm flat wooden pallets. (part 2)

Forklifts

Safe driving

- The forklift operator must be specially trained.
- The forklift must be appropriate for the load and area where it is being operated.
- Extreme prudence must be taken when turning.
- Avoid turning on ramps or slopes.
- Do not use the forklift as a means of transporting personnel.
- Maintain a minimum distance between forklifts equivalent to three forklifts.
- Always respect the specific handling regulations for each company.
- Pay close attention to where and how the forklift is parked, when not in use.
- Always face the direction the forklift is moving.
- While driving, avoid excessive velocity, sharp movements and improperly placed loads.

Load requirements

- Loads with or without pallets must adhere to the minimum requirements that make it:
 - . Capable of being handled by forks or the proper tools.
 - . Stable enough to keep together during all handling and transport operations.
 - . Resistant to the physical demands of handling.
- Able to be transported between 15 and 20 cm from the floor.
- If the volume of the load impedes driver visibility, the forklift must be operated in reverse gear.
- Pay special attention while transporting and depositing cylindrical loads, such as pipes or logs, as they can roll off the forklift.
- Do not take unnecessary risks when the weight distribution of a particular load is unknown.
- Act prudently.
- Do not cover the onboard safety cabin. This causes a loss of visibility.



Load – forklift interaction

The forklift is similar to a balanced scale. However, it is possible to lose balance longitudinally by overloading it, situating the load incorrectly, or positioning it at the wrong height.

Consequences include: tipping forwards, a loss of steering, damage to the load being handled, etc.

Transversal balance can be lost when carrying an off-centre load, turning at an excessive velocity or turning while the load is positioned at an improper height.

Consequences include: imbalance include tipping the forklift over on its side (a serious or fatal accident), damage to the load being handled, etc.

Moving a load

The entire load's centre of gravity must be kept as low as possible, which is why loads are carried on the lowest fork level, around 15-20 cm off the floor, thus giving plenty of visibility by limiting the size and height of the load. The maximum height of the load must be less than the height of the fork carriage. If loads must be carried higher than the mast, first check whether it should be joined or tied to the rest of the load. Transporting loads is always done using both forks, with the load always distributed evenly to ensure stability.

Never travel or leave the forklift parked with the forks raised (figure 1).

Always face the direction the forklift is moving.

Loads must be carried while fastened accordingly with bands, straps, shrink-wrapping, brackets, etc. Any loose material must go into containers.

In cases where visibility is difficult due to the load's volume, use the reverse gear to transport it (figure 2).

On slopes or ramps, drive forward going up and reverse going down, so the mast is always inclined backward in a straight line (figure 3).



Figure 1. Do not transport with the load in a raised position.



Figure 2. Moving bulky loads.

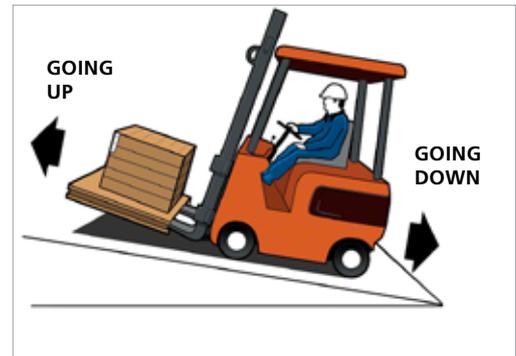


Figure 3. Driving on slopes.

If there is a lack of visibility due to meteorological or environmental conditions, such as darkness, use all available lights.

Use the horn to warn nearby personnel of your position at intersections with blind spots, always facing the direction the forklift is moving. Pedestrians have the right of way at intersections and traffic lanes where both forklifts and pedestrians may be travelling. If a forklift is carrying out certain manoeuvres (loading, unloading, lifting, etc.) in these traffic areas, pedestrians must wait until they have finished their tasks before continuing on their way (figure 4).

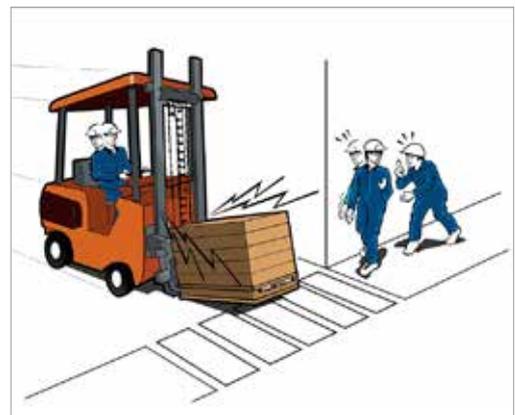


Figure 4. Slow down at intersections.

Pay special attention when driving in reverse in narrow areas with stationary objects. Avoid driving excessively fast and making sudden movements (figure 5).

When two forklifts are travelling in the same direction, a minimum distance equivalent to three forklifts, including their loads, must be kept between them (figure 6).



Figure 5. Pay attention to the installation's size limits.

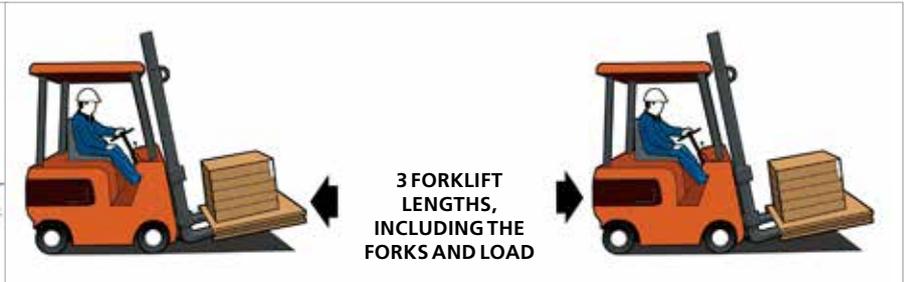


Figure 6. Keep a proper distance between two forklifts.



Figure 7. Work centre speed limit.

Respect all rules and traffic signs. The maximum speed limit inside a work centre is 10 km/h (6 mph), which is a brisk walking speed (figure 7).

Ramps used to cover small differences in floor heights must be fastened to the floor to keep them from sliding.

The operator's entire body must always be kept inside the vehicle (the safety cabin). At no time may drivers operate the vehicle with their legs or arms hanging outside the vehicle.

Verify the quality and strength of the floor being travelled on and check whether it can support the weight of the forklift and the load.

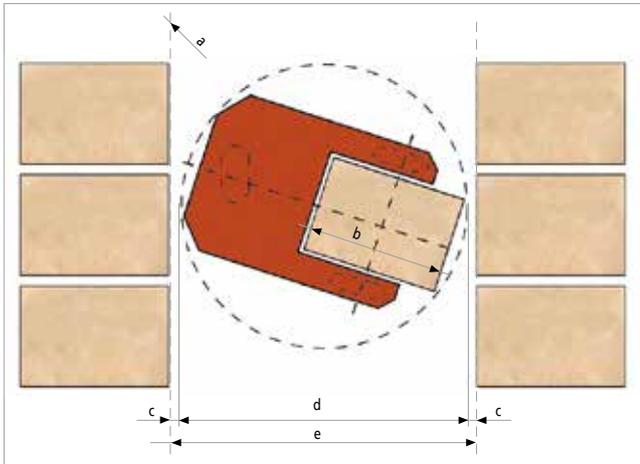
If the forklift drips oil, its motor overheats, or brakes slip, etc., it must be parked in an area which does not interfere with personnel, equipment or the work in progress. These circumstances must be reported to the immediate superior.

If an emergency occurs and the forklift goes out of control while transporting loads or carrying out operations (figure 8):

- Do not jump out.
- Hold the steering wheel firmly.
- Press your feet firmly to the floor.
- Lean in the opposite direction of the impact.



Figure 8. Losing control of the forklift.



- a. Maximum line of pallet exits.
- b. Maximum dimensions of pallet and load.
- c. Clearance.
- d. Forklift and load turning diameter.
- e. Open aisle area between loaded pallets.

Loading/unloading operations

The structure of drive-in pallet racks is calculated to work under normal service conditions (static loads). These conditions are not fulfilled if forklift operations cause collisions, use pull/push movements, place loads suddenly, etc.

Therefore, besides properly training staff in the use of forklifts (i.e. accident prevention), the following aspects must be specifically considered:

- the aisle between loads (e) must allow for a forklift and its load to turn properly without it colliding with the racks (d), due to the necessary clearance (c).
- the speed used while moving, loading and removing the load from the rack must be appropriate and suited to the features of the unit load.
- no bumping, rubbing, or dragging must occur when inserting or extracting the forks from the pallet (figure 9).
- the load must be lowered and raised with the forks centred and in the horizontal position. This operation must be done at the lowest speed possible.
- Never centre the unit load by dragging. Instead, lift it for repositioning (figure 10).
- There must be a clear view of the brackets, beams and frames bordering the space where the manoeuvre takes place, as well as the unit loads adjacent to the load being handled.

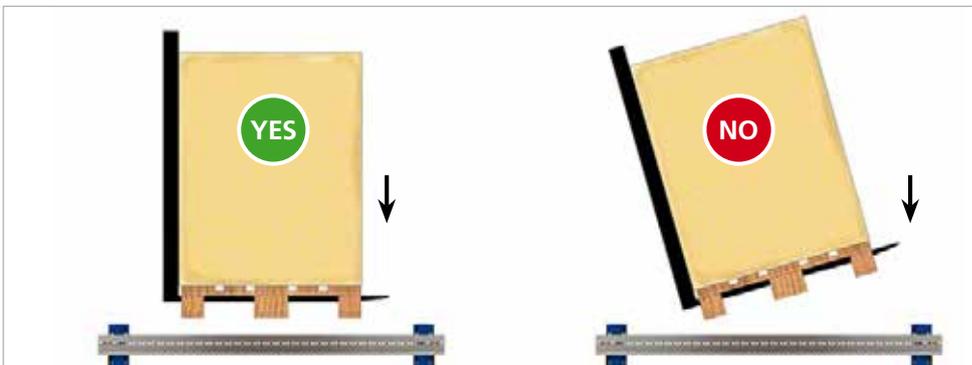


Figure 9. How to place the pallet parallel to the rail.

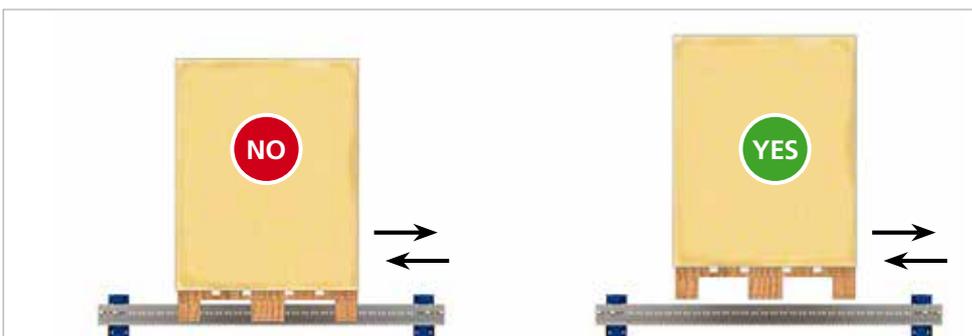
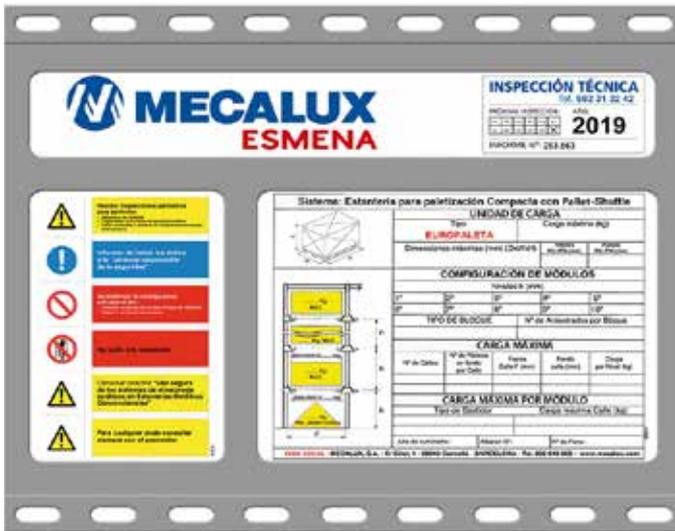


Figure 10. Do not drag the pallets along the rails. Lift and reposition.

Drive-in/Drive-through pallet rack systems

For safety reasons, the pallets used in this system must be in perfect condition, as the bottom skids must withstand a high degree of applied force and any breakage may cause the stored load to topple. Pallets should have a minimum support of 20 mm per side rail and should not be used with a deflection or deformation of more than 25 mm when loaded.

Factors to bear in mind when using drive-in/drive-through storage systems include:



Factor 1. Established design

The established design must not be changed in any shape or form (unit loads, geometry, etc.) without consulting the Mecalux technical departments.

It is expressly prohibited to:

- modify the height of the levels,
- modify the number of levels (even when maintaining the load per frame),
- modify the profiles,
- remove or add levels,
- use the installation in a way that damages its primary components (frames, beams, safety pins or catches, braces, etc.),
- use the installation without all its components (frames, beams, safety pins, braces, etc.),
- use the installation when a frame is out of alignment.

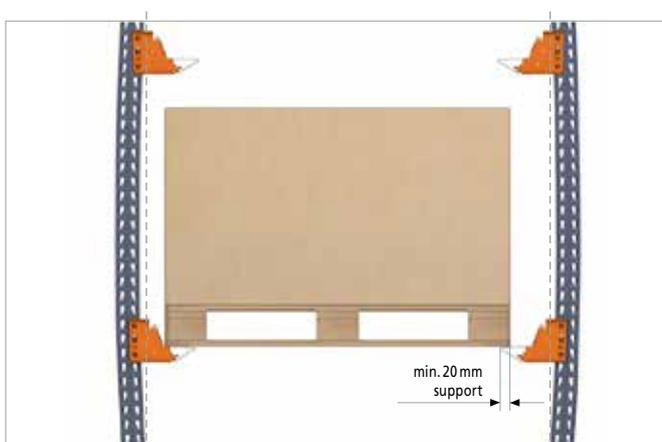
Please note!

The installation's characteristics are described in the technical information of the Mecalux quote and on the safe load sign placed at the entrance of the storage system.

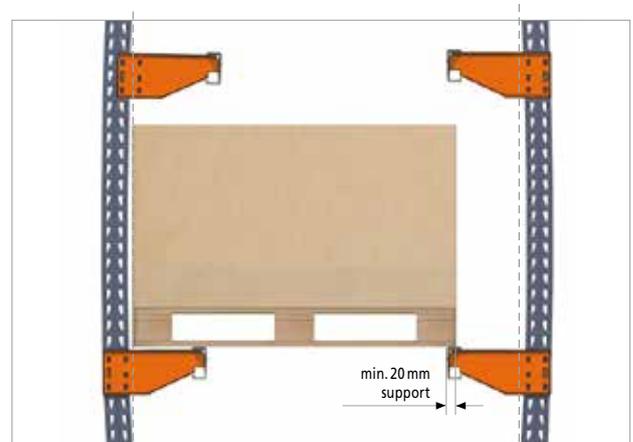
Factor 2. Placing unit loads

The unit load must be placed in the correct position.

With centraliser



Without centraliser

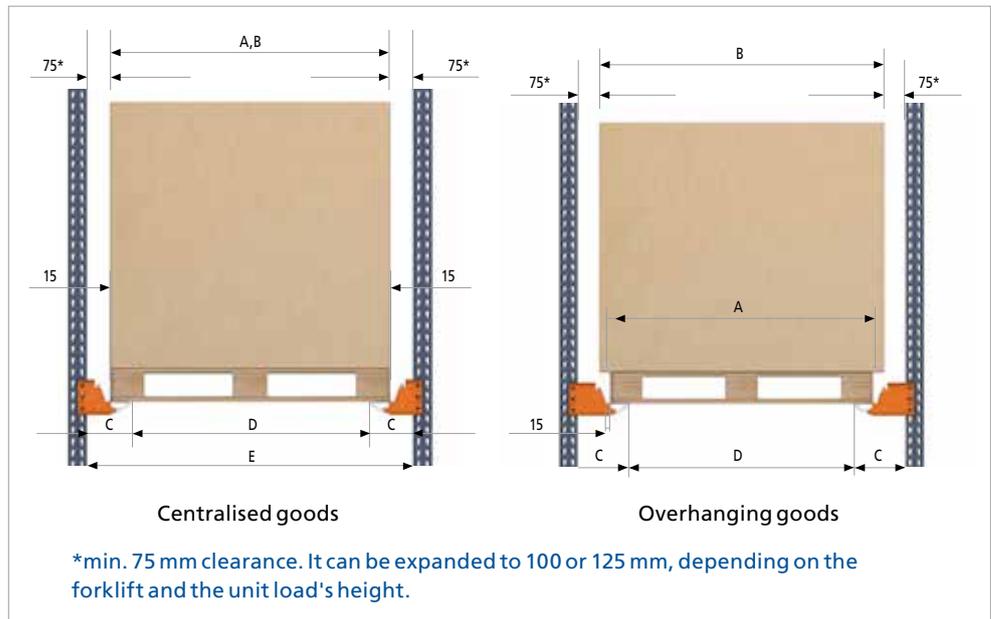


In the most unfavourable conditions (maximum buckling of the frame), pallets are supported by a minimum 20 mm on a rail, with the pallet shifted completely to one side.

Factor 3. Clearance margins

The most common clearances that must be respected are:

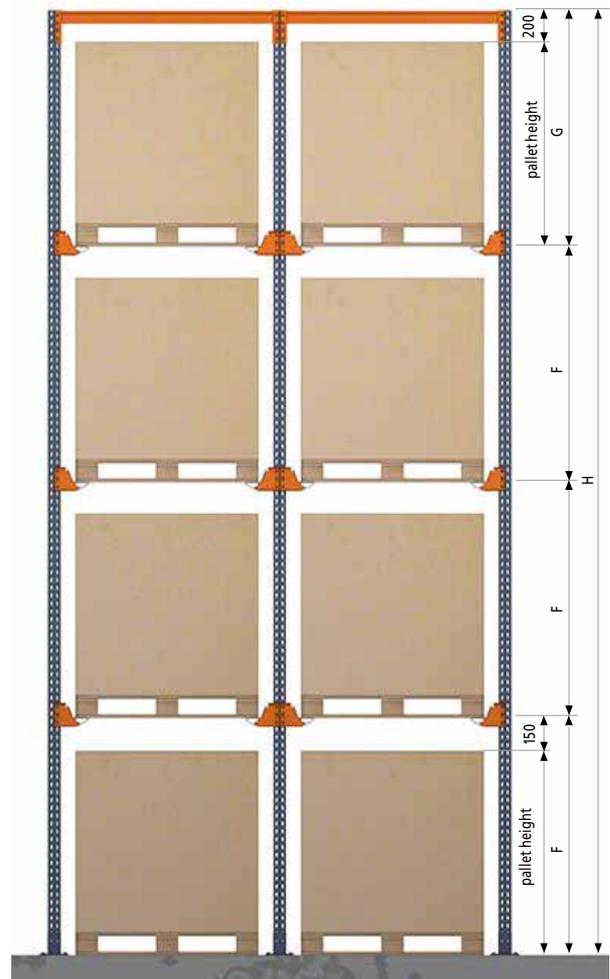
With pallet centraliser



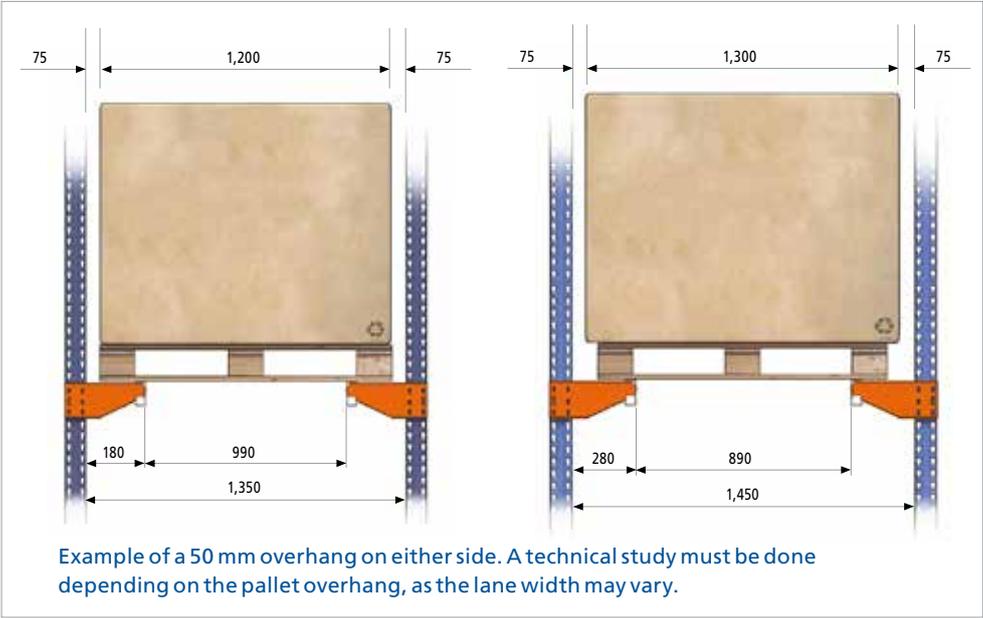
Frontal clearances (mm)				
A	B	C	D	E
1,200	1,200	161	1,027	1,350
1,200	1,250	186	1,027	1,400
1,200	1,300	211	1,027	1,450
1,200	1,350	236	1,027	1,500
1,200	1,400	261	1,027	1,550

Height

The minimum height clearances are the following:
 F: Lower and mid level heights = pallet height + 150 mm
 G: Top level height = pallet height + 200 mm
 H: Total height = the sum of all the levels, as a minimum F, G, and H heights must always be multiples of 50 mm.

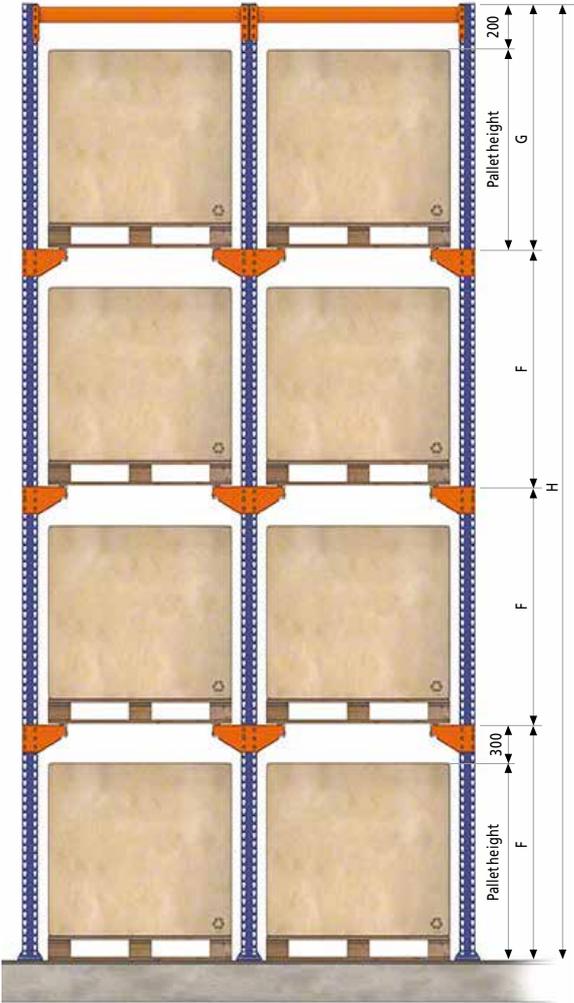


Without pallet centraliser



Height

Height clearances are the following:
 F: Lower and mid level heights = pallet height + 300 mm
 G: Top level height = pallet height + 200 mm
 H: Total height = the sum of all the levels, as a minimum F, G, and H heights must always be multiples of 50 mm.



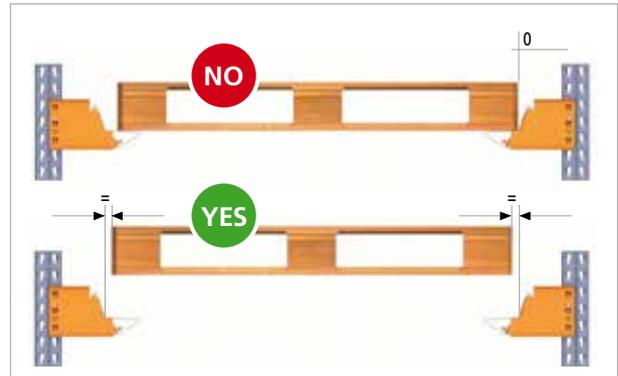
Factor 4. Placing pallets on the racks

The structure of the drive-in/drive-through bays must not be used to guide the pallets, nor the forklift's mast.

When leaving a pallet on a drive-in/drive-through rack, the following steps must be taken:

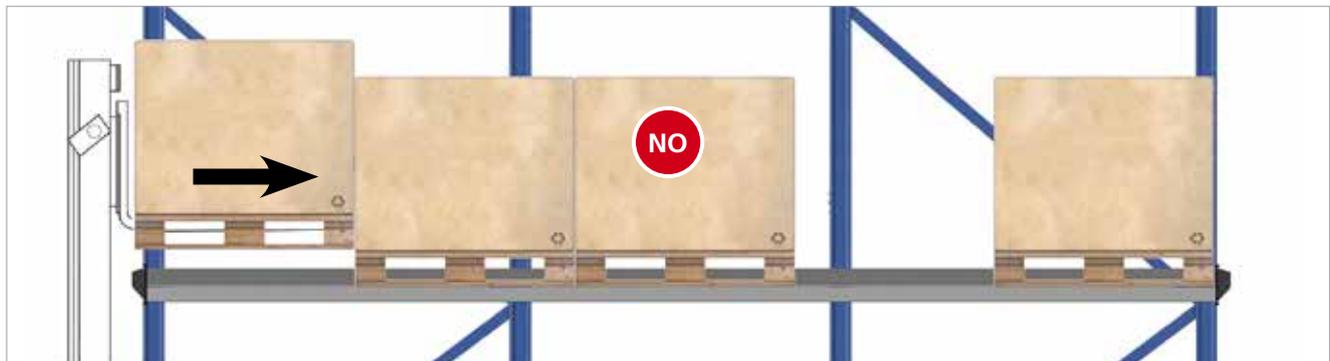
- A. The forklift must be well-centered and the pallet must face the load lane;
- B. The pallet must not tilt and must be raised to the required level;
- C. The pallet must be aligned with the load lane using the lateral centraliser, without touching the rails and with the load centered with the uprights or beam pallet centralisers;

- D. The forklift must move forwards from the entry to the racking position keeping the pallet and mast clear of the centering rails and other structural components of the drive-in/drive-through racks;

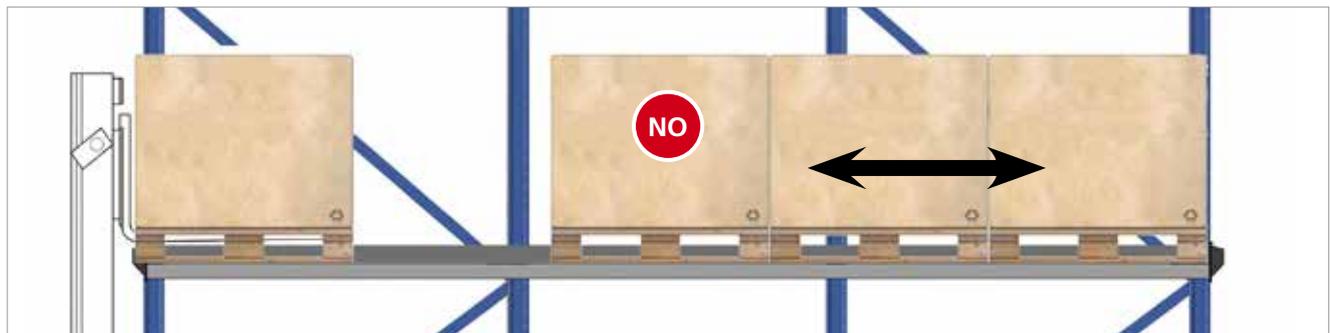


Insert pallets facing the correct direction.

- E. The pallet must be lowered onto the centering rails carefully and without touching other pallets or drive-in/drive-through components, and then the forks removed. Once on the centering rails, pallets must not be dragged or moved along these rails.

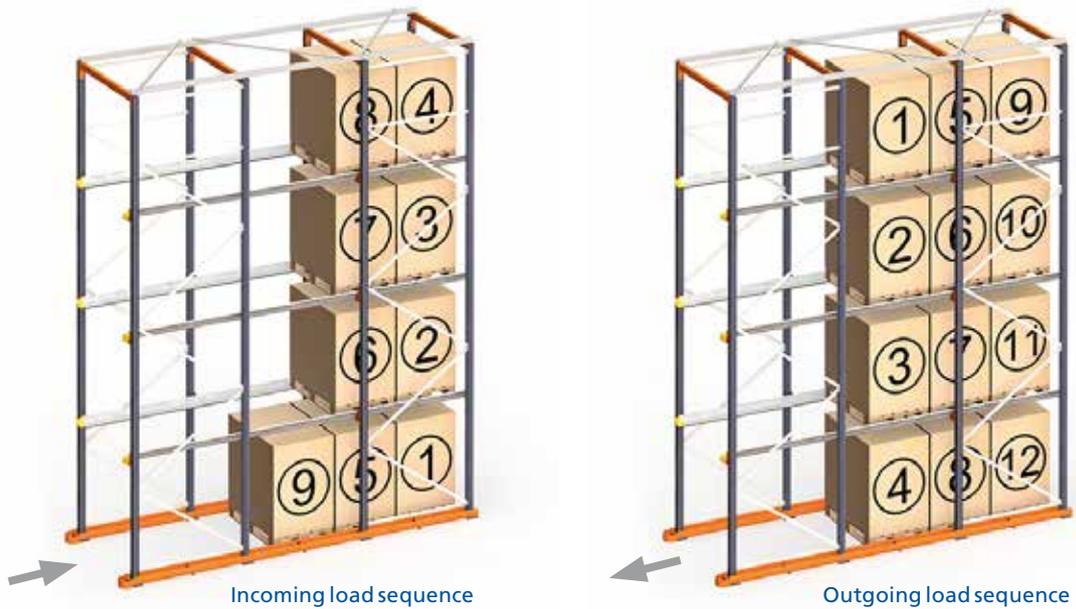


Do not push the pallets with the forklift. Lift and reposition.

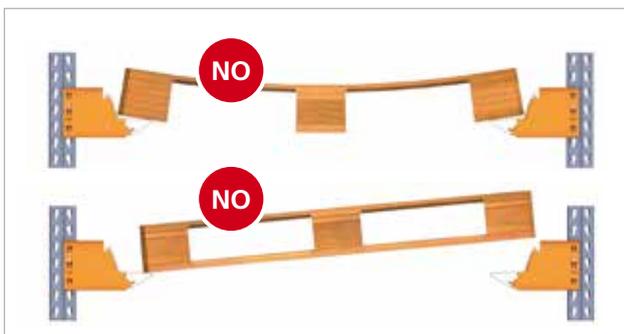


Do not drag the pallets along the rails. Lift and reposition.

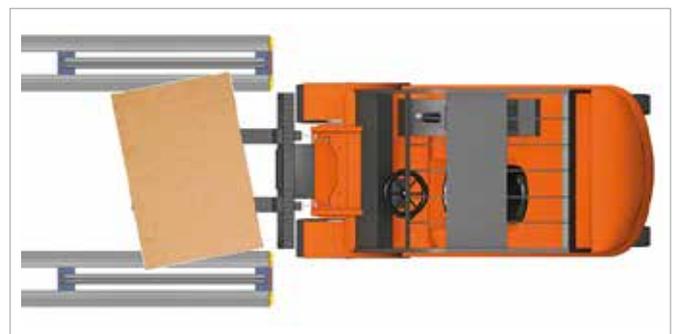
- F. Loading and unloading sequence from the rack. Drive-in racks must be loaded and unloaded as shown in the illustration below.



- G. The forks must be removed from under the pallet while the forklift pulls back carefully in the lane. Then, the forks are lowered.
- H. Pallets must be suitable, face the correct direction and be centred in the lane.



Insert pallets facing the correct direction.



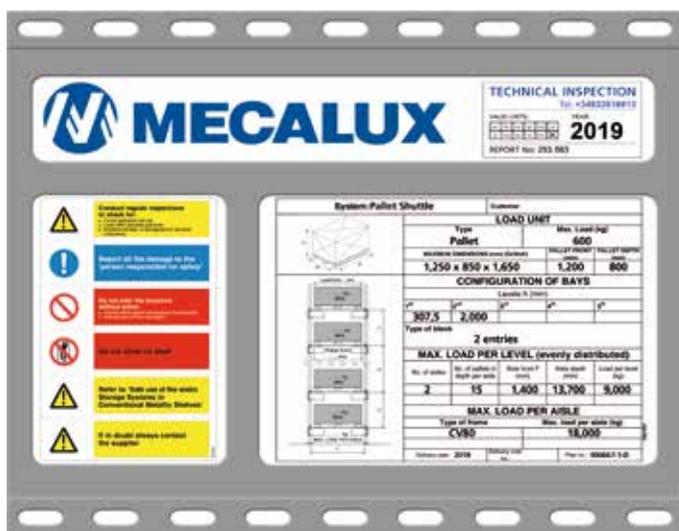
Do not move the forklift with the pallet unaligned inside the load lane.

Do not use drive-in/drive-through racks as access routes for forklifts. These racks are only designed to hold or extract pallets. Use transit and maneuvering areas located between the racks or at the ends of the bays for necessary equipment movements.

Pallet Shuttle systems

For safety reasons, the pallets used in this system must be in perfect condition, as the bottom skids must withstand a high degree of applied force and any breakage may cause the stored load to topple. Pallets should have a minimum support of 20 mm per side rail and should not be used with a deflection or deformation of more than 25 mm when loaded.

Factors to bear in mind when using drive-in/drive-through storage systems include:



Factor 1. Established design

The established design must not be changed in any shape or form (unit loads, geometry, etc.) without consulting the Mecalux technical departments.

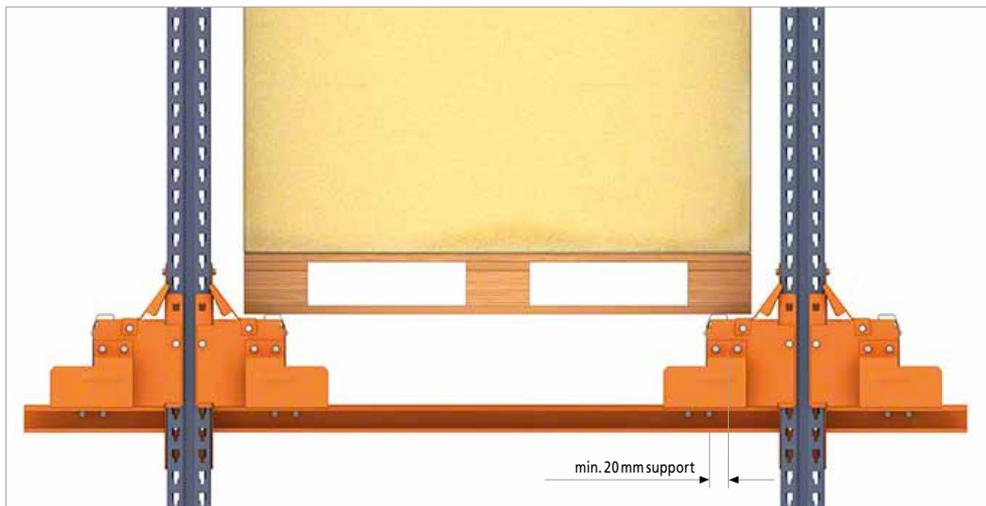
It is expressly prohibited to:

- modify the height of the levels,
- modify the number of levels (even when maintaining the load per frame),
- modify the profiles,
- remove or add levels,
- use the installation in a way that damages its primary components (frames, beams, pins or safety pins as appropriate, braces, etc.),
- use the installation without all its components (frames, beams, safety pins, braces, etc.),
- use the installation when a frame is out of alignment.

Please note!
 The installation’s characteristics are described in the technical information of the Mecalux quote and on the safe load sign placed at the entrance of the storage system.

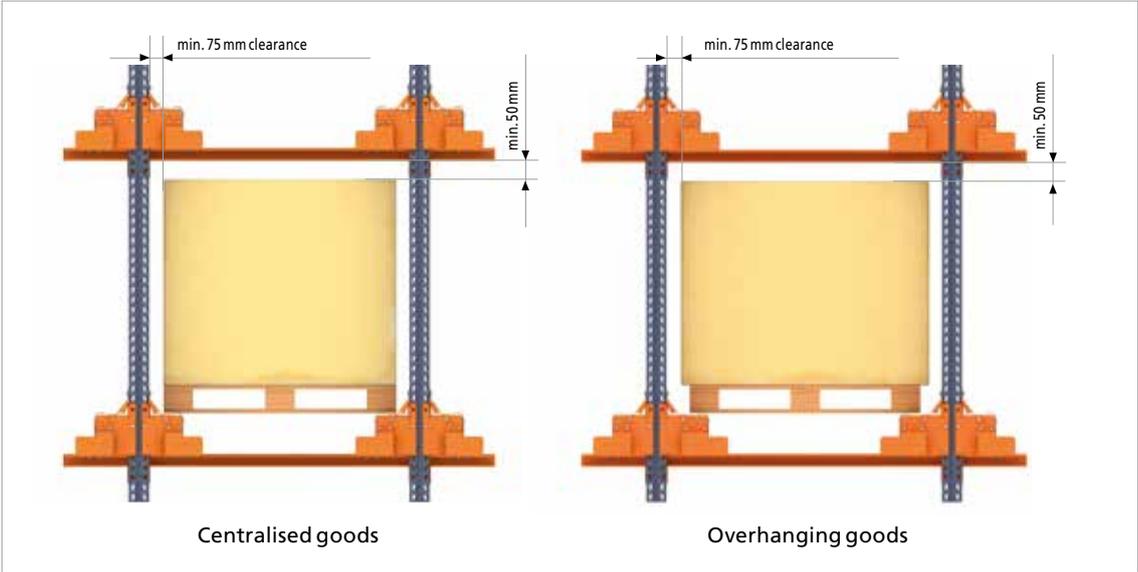
Factor 2. Placing unit loads

The unit load must be placed in the correct position.



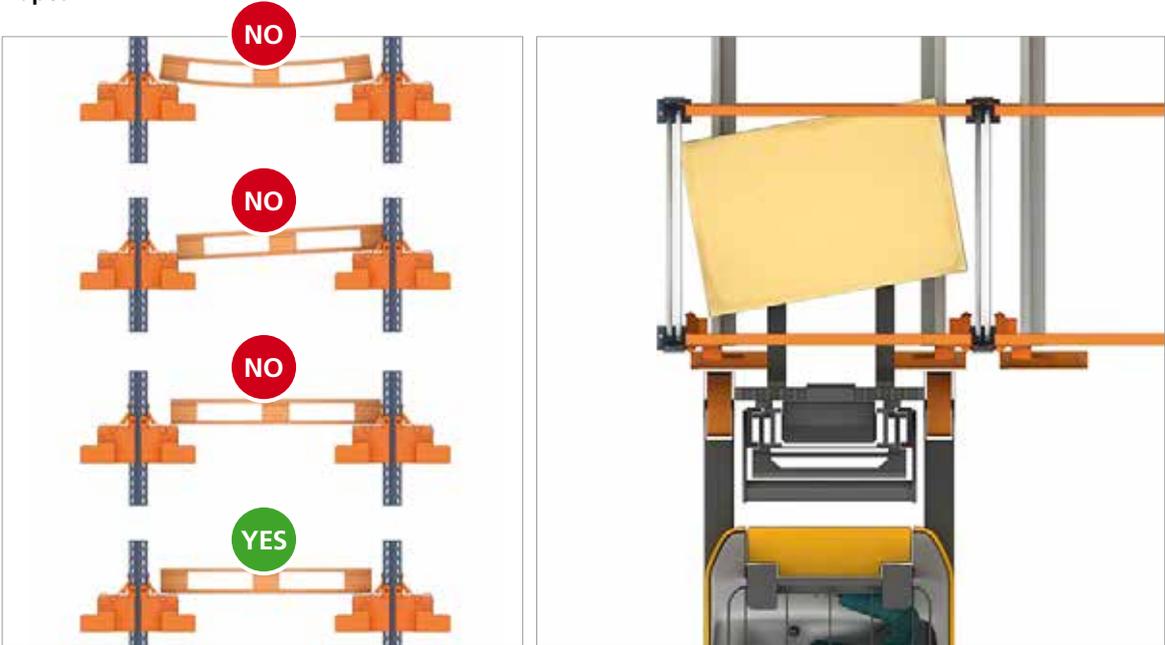
Factor 3. Clearance margins

The most common clearances that must be respected are:



*min. 75 mm clearance. It can be expanded to 100 or 125 mm, depending on the forklift and the unit load's height.

Factor 4. Load shapes



Insert pallets facing the correct direction.

Do not move the forklift with the pallet unaligned inside the load lane.

Loads must be stable to stop them from moving when the Pallet Shuttle accelerates or brakes. Avoid having loose elements on the load like plastic shrink-wrapping.

Inspection and maintenance

Inspecting your storage system

According to EN 15635:

There must be a person responsible for storage equipment safety (PRSES). Racking bays and the storage system area must be regularly inspected and done so specifically when any damage has occurred to either.

A thorough maintenance program must be carried out in the entire facility, with the recommendation that it be done by or as per the rack's manufacturer. These programs must include the following aspects, among others:

A. When establishing a preventive maintenance program, safety checklists should be created that help streamline inspections and ensure any detected irregularities are reported.

B. The establishment of a periodic inspection plan to detect, report and record plainly visible irregularities, such as: the order and cleanliness of storage and circulation areas, deformed structural components, defects in verticality, weaknesses in the floor, missing safety pins, deteriorated unit loads, etc., to proceed with their immediate repair.

C. If the degree of stock rotation and the number of working hours in the warehouse are both quite high, a specific plan of periodic inspections must be established to report any damages, which as a minimum must include:

- **A daily visual inspection** carried out by warehouse personnel to detect plainly visible irregularities such as: deformed beams and/or frames, cracks in the floor, absence of levelling shims, broken fasteners, missing safety pins or catches, worn out unit loads, missing safe load warning notice signs, damage to the floor or slab, etc. and consequently proceed with their immediate repair or replacement.

- **A weekly inspection** carried out by the warehouse manager or the person responsible for storage equipment safety (PRSES), who must verify the verticality of the structure and all the

components on the lower levels (1st and 2nd), properly notifying, classifying and reporting any damages.

- **A monthly inspection** carried out by the warehouse manager or the person responsible for storage equipment safety (PRSES), which also includes the verticality of all levels of the installation and the general orderliness and cleanliness of the warehouse, properly notifying, classifying and reporting any damages.

- **An annual inspection** carried out by an expert who is competent and experienced in this activity, who must properly notify, classify and report any damages.

All repairs or modifications which result from the racking status reports must be carried out by qualified personnel from the racking manufacturer or supplier and with the racks completely unloaded, except if a prior analysis has been performed on the risks of carrying out repairs with them partially or fully loaded.

After a blow, and depending on the resulting damages, any deformed structural component must be replaced, verifying the verticality of the racking. The new component must be identical to the one being replaced and must never have been heated (soldering), as this alters the mechanical properties of the steel. In any case, until replacements are carried out, racking should be unloaded and taken out of service, with the proper signage in place.

All potential causes of any damage must be investigated to reduce or eliminate this problem from arising and to avoid the damage from re-occurring.

Any observation regarding the status of the structures and floor must be written down in a log, stating the date it was observed, the nature of the irregularity detected, any repair work done and the date. It also must include any information related to the loads.

The consequential damage assessment or safety issues must constitute the basis for establishing damage prevention measures.

Immediate warning

Any damage caused to the racks diminishes the resistance and safety coefficients considered in their calculation. As such, all damages observed in the installation must be immediately reported by any warehouse employee to the Person Responsible for the Storage Equipment Safety (PRSES).

Consequently, all warehouse personnel will receive formal instructions on how to safely operate the system, thus guaranteeing their own safety and of others.

Important information about the customer/user responsibility according to EN 15635:

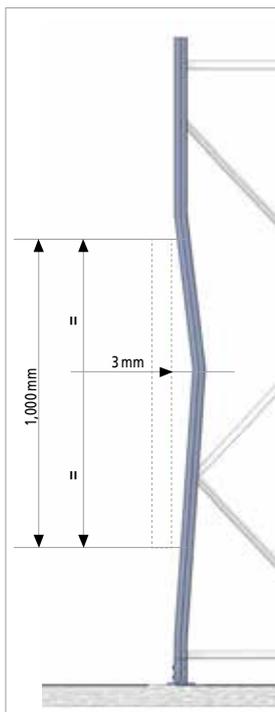
The customer/user is responsible for the safety of others and for maintaining the equipment (racking, forklifts, etc.) in safe working condition.

Therefore, they are also responsible for ensuring that the previously mentioned inspections are carried out and that the information stated in the regulation is observed; this includes designating a Person Responsible for the Storage Equipment Safety and preparing a risk prevention plan for the installation.

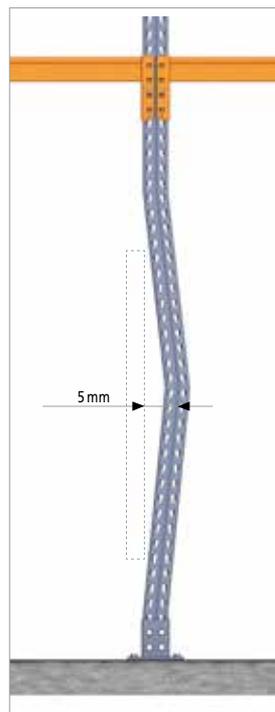
Inspecting frames

Illustrations A, B and C show a few examples of critical deformations.

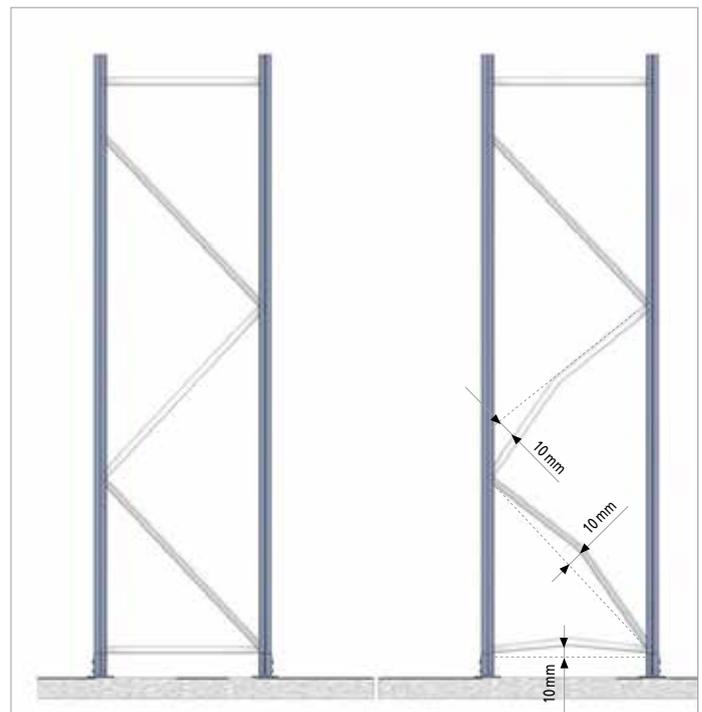
A 1-metre long ruler is placed against the upright to properly check for structural deformations, placing its halfway point at the area of greatest deformation, as shown in drawings A and B.



A. Uprights bent in the direction of the frame's plane, with a permanent deformation equal to or greater than 3 mm, as measured from the centre of a 1-metre long interval.



B. Uprights bent in the direction of the crossbeam's plane, with a permanent deformation equal to or greater than 5 mm, as measured from the centre of a 1-metre long interval.



C. Permanent deformations equal to or greater than 10 mm in horizontal and diagonal components, in any direction. For lengths of less than 1 m, a 10 mm value can be linearly interpolated.

As a rule, profile deformation is classified as green, amber and red.

Green: when deformations are no greater than previously illustrated. This level only requires monitoring, and the installation need not lower its storage capacity.

Amber: when the deformations are greater than the previous illustration but do not surpass twice its value.

Red: a red risk level is when the deformations are more than twice of those specified in the previous illustrations, or if there are creases, shearing or dents. The frame is considered unusable whatever the measured deflection may be, and thus classified as the highest damage level.

In any case, even when the indicated limits have not been reached, bear in mind that the frame's load capacity has been severely reduced. In case of doubt, remove the frame from service (unload).



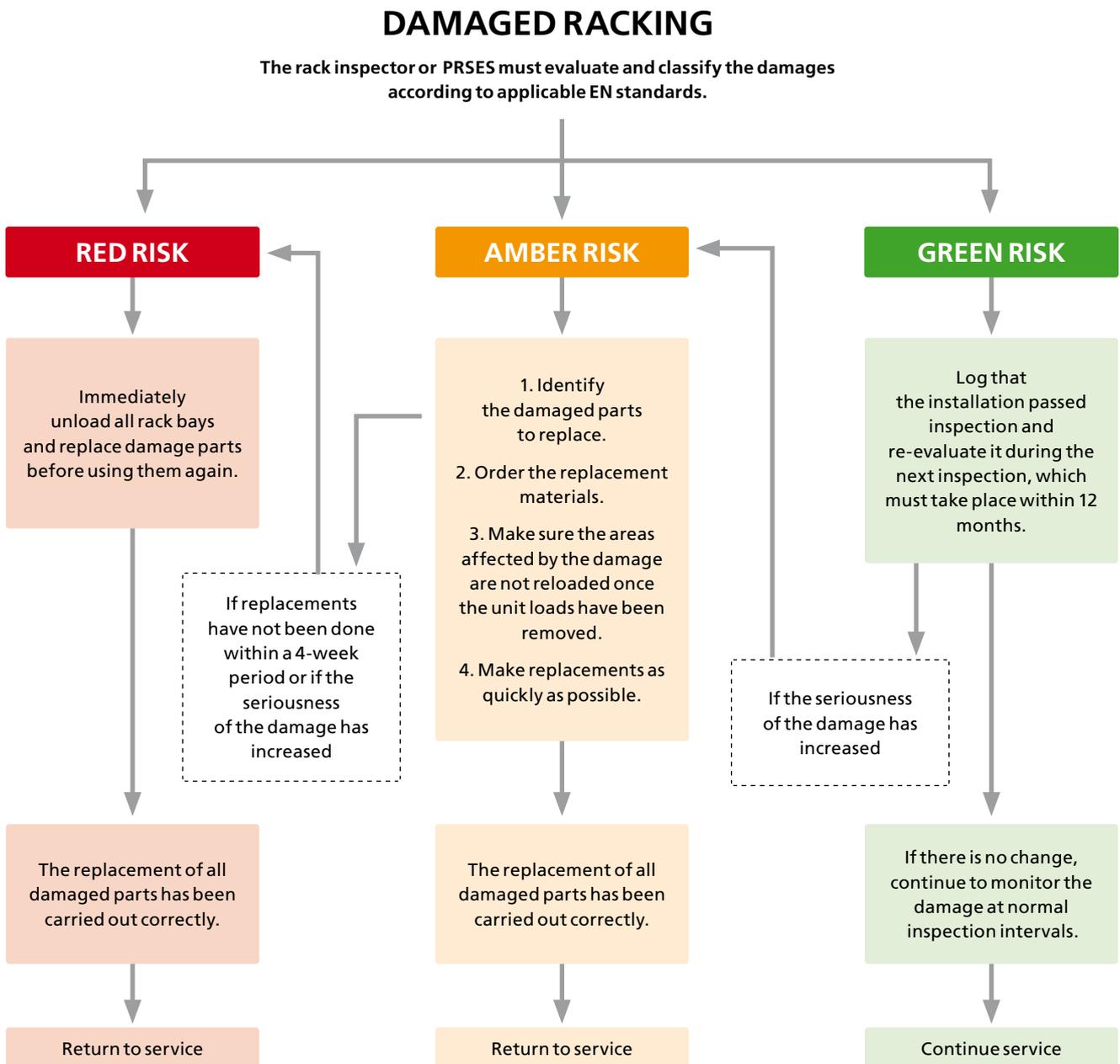
Gouged upright



Dented upright

Inspecting your storage system

The following flow chart outlines the procedures to follow if a rack has been damaged.



Inspection procedure for classifying damages

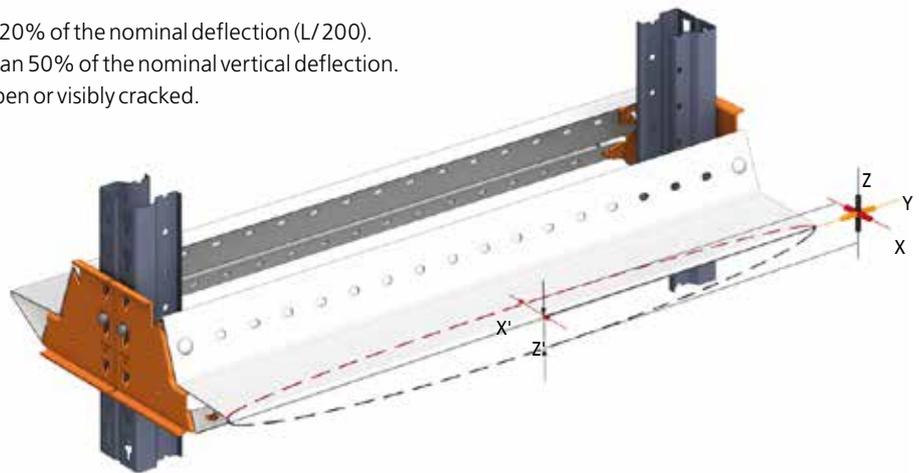
Inspecting beams and brackets (arms)

Drive-in/Drive-through pallet rack systems

Rails (rail without centraliser or GP rail pallet centraliser) and brackets (arms)

In the following cases, the damaged brackets and/or rail must be unloaded and replaced:

- Dents in the rail.
- Residual vertical deformation greater than 20% of the nominal deflection ($L/200$).
- Residual horizontal deformation greater than 50% of the nominal vertical deflection.
- One or more connector tabs are torn off, open or visibly cracked.
- Deformed brackets.

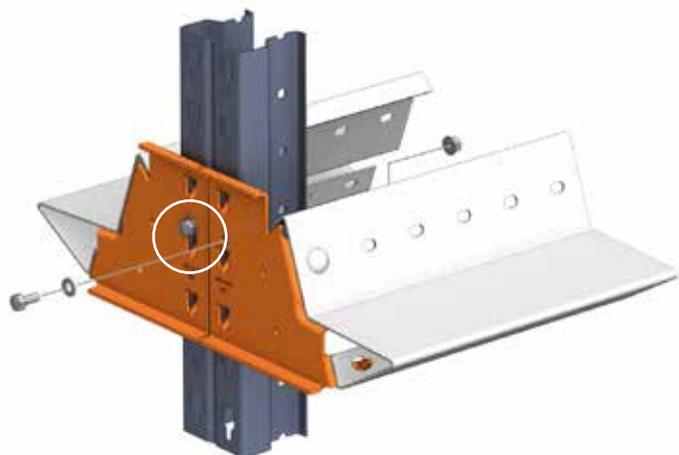


Drive-in beam (lengthwise)

In the following cases, the damaged beam must be unloaded and replaced.

- The soldered endplate joints are cracked or broken.

Localised damage in the form of dents, splitting, etc. must be evaluated individually. In case of doubt, the level must be unloaded and the damaged beam changed.



Safety pins

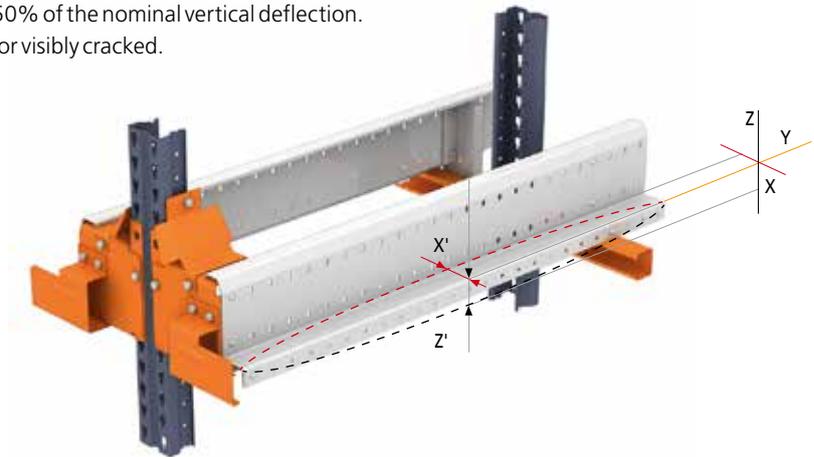
It is essential that all beams have both their safety pins in place to stop the beam from accidentally dislodging from its slot.

Pallet Shuttle systems

Rails (shuttle rails) and brackets (arms)

In the following cases, the damaged brackets and/or rail must be unloaded and replaced:

- Dents in the rail.
- Residual vertical deformation greater than 20% of the nominal deflection ($L/200$).
- Residual horizontal deformation greater than 50% of the nominal vertical deflection.
- One or more connector tabs are torn off, open or visibly cracked.
- Deformed brackets.

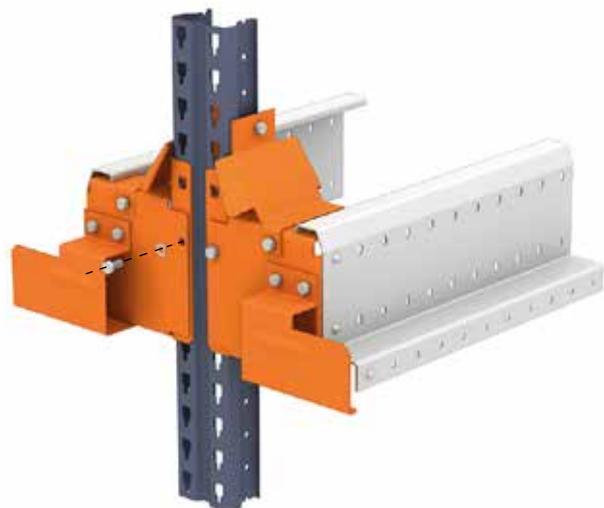


Drive-in beam (lengthwise)

In the following cases, the damaged beam must be unloaded and replaced.

- The soldered endplate joints are cracked or broken.

Localised damage in the form of dents, splitting, etc. must be evaluated individually. In case of doubt, the level must be unloaded and the damaged beam changed.



Safety pins

It is essential that all beams have both their safety pins in place to stop the beam from accidentally dislodging from its slot.

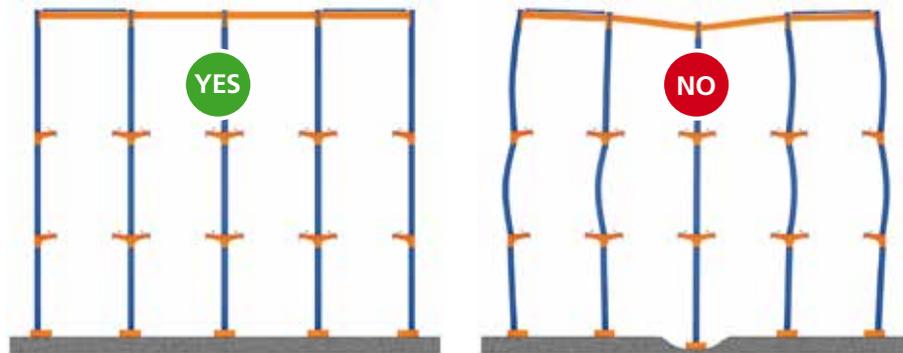
Inspecting floors and aisles

The floor, as a principal component of the installation, must be checked for the following attributes:

Planimetry

The floor must respect the horizontal plane for which the warehouse has been designed. Otherwise, the system's aplomb could be affected with the resulting installation fall hazards. Any irregularities in the floor can be corrected by placing metal shims under the footplates of the storage system. Make sure these levelling shims are placed correctly.

The slab must have the proper strength to bear the pressure transmitted by the frame footplates.

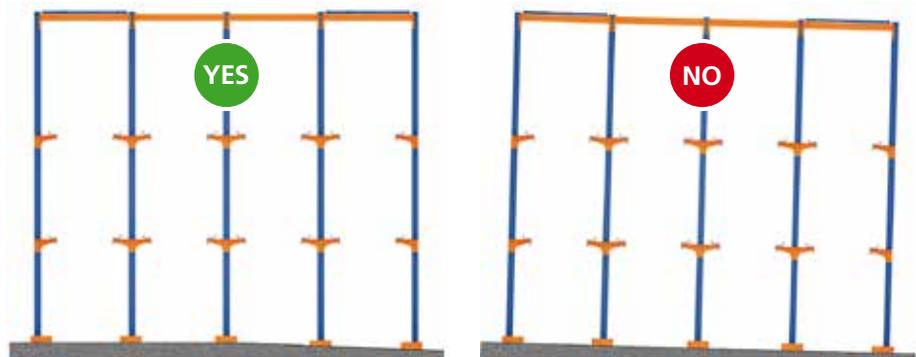


Resistance

The floor must not have areas that appear to have sunken, as this may cause the installation to collapse. The floor must have the proper resistance to bear the loads that the storage system transmits onto the footplates.

If areas of the slab begin to sink or shift, the frame verticality may be at risk.

Any irregularities in the floor can be corrected by levelling shims, which must be perfectly lodged beneath the footplates. Any incorrect positioning of these shims will increase the pressure on the slab and even cause the frame to be out of aplomb.



Cleanliness

All passageways, operating aisles and areas with traffic must be kept clean and obstacle-free to create safe operating conditions. In other words:

- Do not put obstacles in the middle of the aisle, to minimise the risk of blows against the storage system.
- Avoid oil spots, spilt liquid or anything else that may cause the handling equipment to lose traction or personnel to slip and fall.

Inspecting unit loads

Keep a close eye on the pallets to ensure they are in good condition, replacing any which are damaged as stipulated in the EN 15635 standard, annex C.

Moreover, a pallet may no longer be used if:

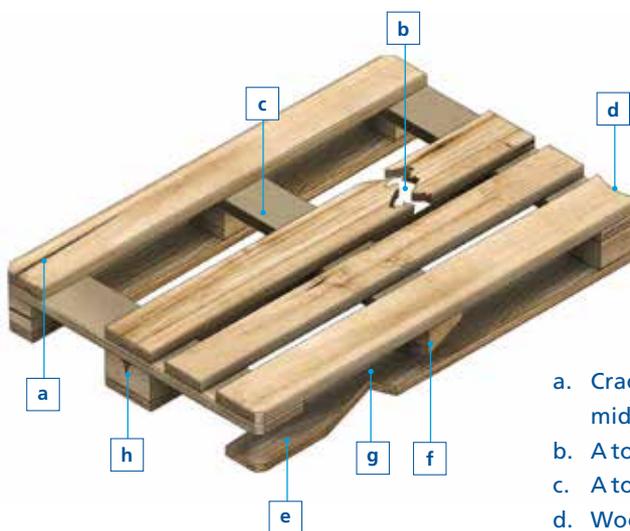
- Nail heads and ends are sticking out of the slats.
- The wrong parts were used to make it (the slats or spacers are too thin, narrow or short).
- The general condition of the pallet is so poor that it cannot handle its load capacity (e.g. rotten slats, warped or bent slats and/or spacers) or there is a risk of spoiling the merchandise.

Skid pallets can no longer be used if, in addition to the previous deficiencies:

- Their slats are broken or missing.
- There is wood missing from the guide skids to the point where two or more nails are visible on one slat, or one or more nails are visible on more than two slats.
- The spacers are missing, broken or warped, or set in such a way that a nail is visible.
- Its required labelling is absent or illegible.

The previously mentioned indications are also valid for any type of pallet found on the market today.

Also, a pallet's quality must ensure a minimum 20 mm lateral support per side that does not deform more than 25 mm.



- a. Cracks in any of the top slats along the width or length of its midsection
- b. A top slat is broken
- c. A top slat is missing
- d. Wood is missing on a top slat over more than a third of its width
- e. A spacer is missing
- f. A spacer(s) is turned more than 30°
- g. Wood is missing on a top slat between two spacers and in more than ¼ of its width, or when the nails are visible
- h. Wood is missing or there are cracks in the spacers in the mid sections or at the top of the spacer

Pallets and containers set aside due to wear and tear must be kept apart and under control, using a system that impedes their reuse or return to the warehouse.

Make sure that merchandise located on the pallets is kept in good condition, stabilised and strapped down and/or shrink-wrapped.

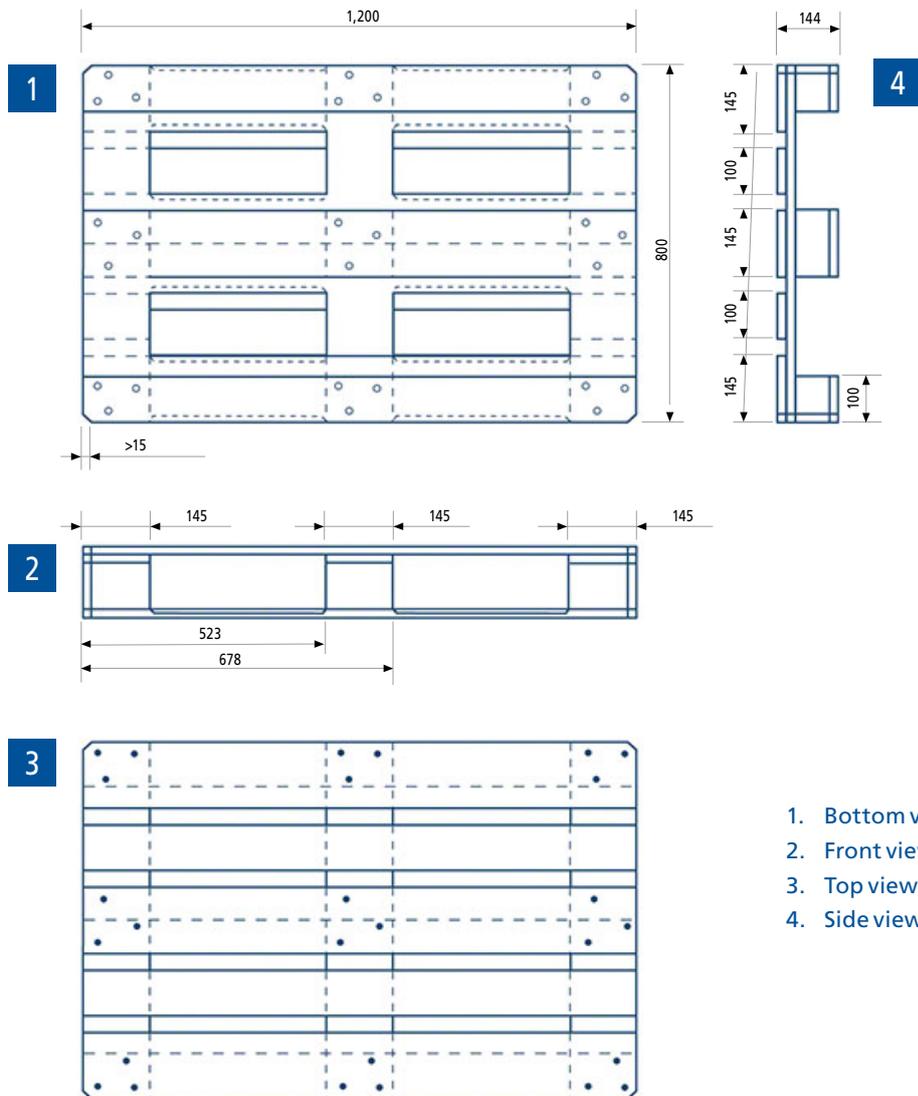
Make sure unit loads do not surpass:

- The maximum nominal weight established for the design and use of the warehouse.
- The maximum nominal dimensions established for the design and use of the warehouse.

Standardised pallets must adhere to the stipulations in the corresponding regulations:

- **EN 13382:** Flat pallets for handling merchandise. Principal dimensions.
- **EN 13698-1:** Pallet production specification. Construction specification for 800 mm x 1,200 mm flat wooden pallets. (part 1)
- **EN 13698-2:** Pallet production specification. Construction specification for 1,000 mm x 1,200 mm flat wooden pallets. (part 2)

For example, below it shows an 800 x 1,200 mm Euro pallet, which is the most commonly used pallet.



1. Bottom view
2. Front view
3. Top view
4. Side view

Dimensions in mm

Inspecting handling equipment

Equipment in operation

In this section, it lists some general guidelines to keep in mind when operating equipment like a forklift. However, installation users must follow the specific instructions for these types of machines provided by the manufacturer.

The forklift operator must inspect a vehicle's main safety measures each day, checking the condition and operation of:

- the steering system,
- the horn,
- the turning and warning lights,
- reverse gear beeper,
- general brakes and parking brake,
- the driver retention system (safety belt),
- the structural safety equipment,
- the forks and the lifting and tipping systems,
- the condition of the tires,
- the oil levels and condition of the battery (cleaned and properly connected),
- the access area's cleanliness,
- for any warning signs or indications that the machine should be taken out of service.



Parked

Parking

Once you finish operating the forklift, the following must be carried out:

- Park it in the forklift parking zone. Never park it on a ramp or slope.
- Set the parking brake.
- Put the gears in neutral.
- Lower the forks as far as possible.
- Tip the forks forward.
- Stop the motor.
- Safeguard the forklift against misuse. The ignition key must be in the sole possession of the authorised driver, who must remove it when leaving the vehicle.

If there are any irregularities, report this immediately to your direct superior and stop using the forklift.

If the forklift is not working, make sure to label it, describing said problems. Smoking is prohibited while operating a forklift or while handling the battery.



Check before operating.



Forklift not operational.

Other considerations

Paint imperfections. Make note of any damages to the body paint that leave the steel bare, especially in places with harsh environments.

Incidents with the racks. Many incidents that occur with storage systems can create hazardous conditions. As such, we recommended contacting the rack manufacturer immediately, so it can make a quick evaluation of the damage and repair your storage system in order to re-establish the service level to top safety conditions.

The Mecalux Group has a **technical inspection department**, which acts on its own initiative or when contacted by a customer. It revises installations where the high volume of handling equipment may lead to greater wear of the structural components. It checks that your racks are in proper working condition, and ensures that the user safety guidelines are being followed. The Mecalux Group provides its customers with warehouse safety manuals, so that warehouse operators use the racking systems appropriately and safely.



Safety checklist for drive-in/drive-through and Pallet Shuttle systems

Date: / /

RACK	FRAME No.	FRONTAL	INNER	FRAMES									
				Type:			Height: mm		Depth: mm			Vertical	
				Green	Uprights Amber	Red	Diagonals in poor condition	Footplates in poor condition	Anchor bolts in poor condition	Good	Bad		

RACK	BAY	LEVEL	FRONTAL	INNER	BRACKET(S)/CONSOLE(S)				SUPPORT RAILS		PALLET CENTRALISER		BASE/GUIDE RAILS		RAIL STOPS	
					Type: Length mm				Model		Model		Model		Model	
					Green	Amber	Red	Missing safety pins/bolts	Left	Right	Left	Right	Left	Right	Left	Right

OTHER ELEMENTS IN POOR CONDITION

Vertical bracing	Horizontal bracing	Protectors
.....

COMMENTS

If after the safety check, a component(s) does not meet any of these safety points, contact the Mecalux technical inspection service.

MECALUXUK Ltd

BIRMINGHAM

Tel. 0121 3336 602

Unit 8, Junction 6 Industrial Park

Electric Avenue, Birmingham B6 7JJ

West Midlands - (United Kingdom)

MECALUX, SA

HEAD OFFICE

Tel. + 34 932 616 913

Silici, 1

08940 Cornellà de Llobregat

Barcelona (SPAIN)

Mecalux has a presence in more than 70 countries worldwide

Offices in: Argentina - Belgium - Brazil - Canada - Chile - Colombia - Czechia - Croatia - France - Germany
Italy - Mexico - Netherlands - Poland - Portugal - Romania - Slovakia - Slovenia - Spain - Turkey - United Kingdom
Uruguay - USA



e-mail: info@mecalux.co.uk - mecalux.co.uk

Mecalux offers its customers a Technical Inspection Service on completion of an installation, as well as yearly inspections, advice and consultancy on damages, modification or expansion of storage systems.

If an accident occurs at your installation, please notify our technical inspection department immediately. We will respond quickly and will properly inspect, identify damages and/or provide repairs to your installation.

We are always in pursuit of the highest quality controls, which has been a cornerstone of how we do business and how we offer better customer care.

