INSPECTIONS

Loading dock and dock leveler inspection checklist

A check of each dock door before the first truck: the approach and dock edge, bumpers, trailer restraint and wheel chocks, the dock leveler and its lip, the door and seal, and lighting, with a result that takes a door out of service until it is repaired.

How often: **Daily before the first truck, and after any reported damage** Who: **Dock supervisor or shift lead** **About 10 min** **24 items**

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- A general checklist. It makes no claim about what any regulation requires. Leveler capacity, restraint operation and service intervals come from the equipment manufacturer and your site's dock procedure; put those figures in before you use it.
- Check one door at a time and record the door number with every finding. The cases to catch before the first truck: a trailer that can move away from the dock, a leveler that does not hold its position or return to stored, and an open dock edge with nothing across it when no trailer is in place.
- A defect that makes a door unsafe takes it out of service until it is repaired, so the result records whether the door was closed and tagged. One record per door: scan the door's tag, photograph each finding, and a defect becomes a work order with an owner.

Dock door

NO.	ITEM	RESULT	NOTES
1	**Scan the dock door tag**	☐ Visited	
2	**Door number and area**	_____	

Approach and dock edge

NO.	ITEM	RESULT	NOTES
3	**Approach and apron clear of debris, ice, standing water and potholes**	☐ Pass ☐ Fail ☐ N/A	
4	**Dock edge marked with a visible warning stripe**	☐ Pass ☐ Fail ☐ N/A	
5	**Gate, barrier or chain across the opening when no trailer is at the door**	☐ Pass ☐ Fail ☐ N/A	
6	**Dock bumpers present and not torn, split or worn through**	☐ Pass ☐ Fail ☐ N/A	
7	**Dock and trailer lights working**	☐ Pass ☐ Fail ☐ N/A	

Trailer restraint

NO.	ITEM	RESULT	NOTES
8	**Vehicle restraint engages and its inside and outside signal lights work**	☐ Pass ☐ Fail ☐ N/A	

NO.	ITEM	RESULT	NOTES
9	**Wheel chocks at the door and in good condition**	☐ Pass ☐ Fail ☐ N/A	
10	**Trailer stand available for trailers left without a tractor**	☐ Pass ☐ Fail ☐ N/A	

Dock leveler

NO.	ITEM	RESULT	NOTES
11	**Leveler raises, lowers and returns to the stored position as designed**	☐ Pass ☐ Fail ☐ N/A	
12	**Lip extends fully and rests on the trailer bed**	☐ Pass ☐ Fail ☐ N/A	
13	**Deck and lip free of cracks, broken welds and bent hinges**	☐ Pass ☐ Fail ☐ N/A	
14	**Toe guards or side guards in place and undamaged**	☐ Pass ☐ Fail ☐ N/A	
15	**No hydraulic oil leaks at the cylinder, hoses or power unit**	☐ Pass ☐ Fail ☐ N/A	
16	**Hydraulic oil level on the reservoir gauge** Set the limits from the manufacturer's manual and your normal operating range.	_____ gauge mark or % Limit _____	
17	**Controls labeled; emergency stop works**	☐ Pass ☐ Fail ☐ N/A	
18	**Capacity label present and legible**	☐ Pass ☐ Fail ☐ N/A	

Door and seal

NO.	ITEM	RESULT	NOTES
19	**Overhead door opens and closes fully; springs, cables and tracks undamaged**	☐ Pass ☐ Fail ☐ N/A	
20	**Door seal or shelter intact**	☐ Pass ☐ Fail ☐ N/A	

Result

NO.	ITEM	RESULT	NOTES
21	**Photo of any problem**	☐ Photo taken	
22	**Location and description of any defect**	_____ _____	
23	**Result**	☐ Door fit for use ☐ Repair work order raised ☐ Door closed and tagged until repaired	
24	**Checked by**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/loading-dock-inspection-checklist.