

SITE SURVEY REPORT

Loading and Unloading Check

Prepared for	Greenacre Builders Merchants Ltd
Date	30 Sep 2026
Site	Greenacre Builders Merchants, Taunton
Prepared by	J. Quinn

FORM

Loading and Unloading Check**1. Record details and scope**

Project	Greenacre Builders Merchants, Taunton: steel delivery
Site or premises address	Greenacre Builders Merchants, Priory Bridge Road, Taunton
Client or organisation	Greenacre Builders Merchants Ltd
Record date	30 Sep 2026
Person completing the record	J. Quinn, yard supervisor

This is a task readiness check, not a lift plan, dangerous-goods declaration, load-restraint design or automatic permission to move a vehicle.

HSE guidance covers segregation, stable vehicles, suitable load distribution, equipment and preventing premature movement during loading or unloading. Assess the actual load, site and people involved.

2. Task and responsibilities

Load, vehicle/trailer and bay reference	Unloading steel lintels and mesh from a flatbed trailer, bay 2 in the side yard
Driver, loading lead and equipment operators	Driver: visiting haulier. Loading lead: J. Quinn. Forklift: B. Harris.
Risk assessment and agreed loading method	Yard risk assessment RA-GBM-04, unloading by forklift from the side with the driver in the waiting area
Load mass, dimensions and handling information	Six bundles of lintels, about 450 kg each, up to 3 m long. Eight packs of mesh, about 300 kg each. Delivery note gives weights.

3. Before movement

Area segregated and uninvolved people clear	Acceptable
Ground, bay and vehicle deck condition checked	Acceptable
Vehicle brakes, stabilisers and movement prevention arranged	Acceptable
Handling equipment and load compatibility confirmed	Action needed

Action, limitation or reason not applicable	Two lintel bundles longer than the forks reach comfortably. Fork extensions fitted before lifting those bundles.
Driver waiting place and communication agreed	Acceptable
Loading sequence and safe unloading considered	Action needed
Action, limitation or reason not applicable	One mesh pack had slipped against the headboard. Straps left on until the forklift was in position to take it.

4. Completion and release

Separate load security check reference	Driver's load security check sheet on the delivery note
Damage, instability or other concerns	Mesh pack slipped in transit but no damage. Noted on the delivery note.
Departure status	Ready for authorised departure review
Departure authority, person and time	J. Quinn, 10:45

Load and area evidence



5. Actions and review

Are further actions required?	No
Outstanding limitations and information to pass on	Slipped mesh pack noted on the delivery note for the haulier.
Record status	Ready for review
Reviewed by	L. Fisher, branch manager
Review date	30 Sep 2026

Author signature

J. Quinn

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.