

Dock Leveller and Loading Bay Inspection

A dock leveller and loading bay inspection: each bay's leveller, lip, hydraulics, toe guards, dock shelter and door, vehicle restraint or chocks, lights and signals, bumpers, markings, result and photos.

1. Site

Project

Client

Site *

Site address

Inspection date *

Time

Inspector *

Last engineer service of the levellers

Service interval in your maintenance plan (months)

From the leveller maintainer's contract or the manufacturer. The form sets no interval of its own.

Days since the last engineer service (if applicable; worked out automatically in the app)

If applicable: The last engineer service was longer ago than the interval in your maintenance plan. Book the service and record it in the actions.

HSE HSG76: a vehicle moving before loading or unloading is finished (a driveaway) can cause serious accidents, so there must be a safe system of work, such as vehicle restraints, interlocks, key control or traffic lights. Dock levellers need toe guards, skirts to enclose trapping points, planned routine maintenance and a system to report and repair defects.

2. Bays

Bays (copy this block for each one)

Bay number *

Bay position (GPS)

Optional. Useful on a large yard with several docks. Fixes close to the building can be rough. Tap Mark current location on site. It saves the coordinates, a grid reference and the accuracy.

Leveller deck and lip (choose one)

☐ OK ☐ Defect

Hydraulics, no leaks (choose one)

☐ OK ☐ Defect

Toe guards and side skirts (choose one)

☐ OK ☐ Defect

Dock door and shelter (choose one)

☐ OK ☐ Defect

Vehicle restraint, chocks or interlock (choose one)

☐ OK ☐ Defect ☐ None fitted

How driveways are prevented at this bay (if applicable; choose one)

HSG76 lists vehicle restraints, interlocks, key control, traffic lights or marshals as parts of a safe system of work.

☐ Key control (driver's keys held)

☐ Traffic lights with a procedure

☐ Marshal or banksman

☐ Bay not used for loading

☐ Other

☐ Nothing in place

If applicable: Nothing is in place to stop a driveway at this bay. Take it out of use for loading until a safe system of work is in place.

Traffic lights and signals (choose one)

☐ OK ☐ Defect ☐ None fitted

Dock bumpers (choose one)

☐ OK ☐ Defect

Markings and edge protection (choose one)

☐ OK ☐ Defect

Checks with a defect (worked out automatically in the app)

Result * (choose one)

☐ Safe to use ☐ Use with care: repair booked ☐ Out of use

Defects (if applicable)

If applicable: A check has a defect, but the bay is recorded as safe to use. Record the defect and the repair, or change the result.

If applicable: The toe guards or skirts are defective and the bay is still in use. HSG76 says feet can be trapped between the platform and the dock: take the bay out of use until it is repaired.

Photos (photos: attach, or note the file names)

b_f_safe (worked out automatically in the app)

b_f_care (worked out automatically in the app)

b_f_none (worked out automatically in the app)

Bays inspected (worked out automatically in the app)

Safe to use (worked out automatically in the app)

Use with care (worked out automatically in the app)

Bays out of use (worked out automatically in the app)

Bays with no vehicle restraint (worked out automatically in the app)

Defects found (worked out automatically in the app)

Bays with no driveway control (worked out automatically in the app)

Walk Cam: loading bay walk-round

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Next inspection due

Set by the manufacturer and the site's own inspection regime.

Days until the next inspection (if applicable; worked out automatically in the app)

If applicable: Check the date. The next date is before the date of this visit.

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.