READY TO INSPECT — FIELD CHECKLIST

Loading dock leveler annual maintenance checklist

The annual dock leveler service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The dock equipment service contractor on the annual service, with the deck raised and blocked so the underside can be worked safely. When: Once a year, when the leveler can be taken out of service, propped on its maintenance strut and the pit entered and inspected.

Safety supports

- [ ] **Position taken out of service with the dock supervisor** — No photo required
  Supervisor agrees the door is out for the service, no trailer spotted, overhead door closed unless a test needs the lip out, and the position barricaded inside and out.
- [ ] **Nameplate read and matched to the service manual** — 1 photo required
  Model, serial and rated capacity read from the nameplate, and the manufacturer's service manual with its free-fall test method and service schedule in hand.
- [ ] **Free-fall stop tested by the manufacturer's method** — 1 photo required
  Test run as the manufacturer's manual directs with nobody on or under the deck; the velocity fuse or safety legs catch the deck before it falls free.
- [ ] **Maintenance strut and safety legs verified** — 2 photos required
  Deck raised and the maintenance strut or safety legs engaged and load-proven before any underside work; legs not bent, seized or bypassed.
- [ ] **Energy sources locked out with the deck on its strut** — 1 photo required
  Power unit, blower and controls locked and tagged, springs on the strut; adjustment runs: pit clear, strut stowed, locks off by whoever hung them, then strut and locks back before anyone goes under.

Mechanism service

- [ ] **Hydraulic system serviced or springs reset** — No photo required
  On hydraulic units, fluid level and condition checked, hoses and seals inspected, cylinder holds without drift; on mechanical units, spring tension checked and reset to spec, pivots lubricated.
- [ ] **Hold-downs and lip mechanism adjusted** — 1 photo required
  Hold-down and lip latch inspected, worn parts replaced, adjusted so the deck holds under load and the lip extends and stores reliably.
- [ ] **Lip hinge pin lubricated and checked for wear** — 1 photo required
  Hinge pin and hinge tube cleaned and lubricated per the manual, no worn, bent or seized sections, and the lip swinging freely through its full arc.
- [ ] **Air bag and blower inspected on air-powered units** — No photo required
  On air-bag units, the bag free of cuts, abrasion and pinch points in the frame, the blower inlet screen clear, and the bag's fittings and hose tight.

Structure and pit

- [ ] **Frame, welds and pit condition inspected** — 2 photos required
  Frame, hinge and pit angle checked for cracked welds and corrosion, pit floor cleared of water and debris, drains where fitted flowing.

- [ ] Bumper wear checked against the manufacturer's limit
  Bumper projection from the dock face checked against the manufacturer's replacement point, anchors into the dock face sound, worn bumpers listed for replacement.
  1 photo required

- [ ] Full cycle proven after service
  Leveler cycled through its full range and a representative load after service, deck, lip, hold-downs and controls all confirmed working together.
  1 photo required

Return to service

- [ ] Position handed back to the dock supervisor
  Barricade and cones cleared, deck stored level with the lip in its keepers, and the supervisor told the door is back in use, or that it stays out for a defect.
  No photo required

- [ ] Annual service report filed with the free-fall result
  Service report records the free-fall test, fluid or spring work, parts replaced and open defects against the door number, with a copy to the owner.
  No photo required