READY TO INSPECT — FIELD CHECKLIST

Loading dock leveler quarterly maintenance checklist

A quarterly dock leveler round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The dock equipment tech or building maintenance mechanic on the quarterly loading-dock walk. When: Every quarter with the overhead door and dock seal checks, since a leveler that creeps or won't hold shows up as a near-miss before it shows up on a form.

Before the round

- [ ] Last round's findings and dock damage reports reviewed
  Last quarter's open items and any reported trailer strikes, deck drops or lip damage at this position read before the walk, so they are rechecked first.
  No photo required
- [ ] Dock supervisor told and the position barricaded
  Supervisor told which door is out of use, no trailer spotted, the overhead door closed except for lip tests, and the position barricaded against forklift traffic.
  No photo required

Deck and lip

- [ ] Deck raised and lowered through full range
  Leveler cycled from stored to full above- and below-dock, deck moving smoothly without hesitation, grinding or free-fall.
  2 photos required
- [ ] Lip extension and hinge checked
  Lip extends fully and lands with adequate purchase on the bed, hinge free and not bent, lip keepers holding it stored.
  1 photo required
- [ ] Deck plate and welds checked for cracks and wear
  Deck tread not worn smooth or dished under the wheel paths, and no cracked welds at the deck edges or the front header plate.
  1 photo required
- [ ] Toe guards present on both sides at full raise
  Toe guards on each side of the deck intact, straight and fastened, closing the side gap with the deck at full raise so no foot fits under.
  1 photo required

Mechanism and hold-downs

- [ ] Hold-down engagement checked under load
  Deck holds position without creeping down under weight; hold-down ratchet or hydraulic hold engaging, not slipping or bypassing.
  2 photos required
- [ ] Maintenance strut engaged and power locked before going under
  Deck on its maintenance strut and any power unit or blower locked and tagged before anyone goes under; for control runs, pit clear, strut stowed, locks off by whoever hung them.
  1 photo required
- [ ] Hydraulic or spring mechanism observed
  On hydraulic units, no visible leaks at cylinder, hoses or power unit; on mechanical units, main and lip springs intact and tensioned, no broken coils.
  No photo required

Bumpers and controls

- [ ] Dock bumpers present and sound
  Bumpers on both sides at correct height, not crushed, delaminated or sheared off their mounts, fasteners tight.
  1 photo required
- [ ] Dock seal or shelter checked where fitted
  Where fitted, seal pads or shelter curtains intact, not torn or crushed flat, head curtain hanging, and the frame fastened to the wall above the bumpers.
  No photo required
- [ ] Controls and interlocks operated
  Push-button or lever control operates the leveler as labeled, any vehicle-restraint interlock responding, no bypassed or taped controls.
  1 photo required
- [ ] Vehicle restraint and dock lights cycled where fitted
  Where fitted, the restraint hook or barrier rises and stows freely, and the inside and outside lights change as it engages and releases.
  No photo required

Return to service

- [ ] Barricade removed and the supervisor told the position is back
  Deck stored level with the dock, lip in its keepers, barricade and cones cleared, and the supervisor told the door can take trailers or stays out for a defect.
  No photo required
- [ ] Quarterly findings logged against the dock door
  Deck, lip, hold-down and bumper findings entered against the door number, with open defects reported to the owner and any unsafe position left out of service.
  No photo required