Loading dock checklist

Date _____ **Time** _____

Dock door number _____ **Trailer or carrier** _____

Checked by _____ **Driver name** _____

Dock plate and edges	Pass	Fail	N/A
Dock plate or leveler works and sits fully on the trailer bed	☐	☐	☐
Lips, hinges and safety legs are undamaged	☐	☐	☐
Dock edge is marked and the bumpers are intact	☐	☐	☐
Door and door tracks work and aren't damaged	☐	☐	☐

Trailer and restraint	Pass	Fail	N/A
Wheel chocks or vehicle restraint are in place before loading	☐	☐	☐
Restraint light or signal shows the right status, per your procedure	☐	☐	☐
Trailer floor is sound, with no holes or soft spots	☐	☐	☐
Trailer walls and roof are free of hazards	☐	☐	☐
Landing gear is down and supported, if the trailer is uncoupled	☐	☐	☐

People and traffic	Pass	Fail	N/A
Driver and dock crew have talked, and the driver knows to stay clear	☐	☐	☐
Forklift and pallet jack paths are marked and clear	☐	☐	☐
Walkways for pedestrians are separate and marked	☐	☐	☐
Lighting is good in the trailer and on the dock	☐	☐	☐

Housekeeping	Pass	Fail	N/A
Floor is free of spills, ice, debris and loose banding	☐	☐	☐
Dock plate and floor near the edge are clear	☐	☐	☐
Pallets and gear are stacked away from the door	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____