SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Dock Plate and Leveler Operations Checklist

Regulation: 29 CFR 1910.178(n)(11)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Trailer chocked or locked and the light says go? If not, stop	
☐	Clear the threshold of ice, debris, and banding	
☐	Stand clear, then deploy the leveler	
☐	Check the lip: full contact, solid bearing, no gap	
☐	Cross square, slow, forks low: never turn on the deck	
☐	Stay under the rated capacity marked on the plate	
☐	Recheck the lip as the trailer settles during the load	
☐	Stow the leveler and gate the door before you walk away	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Dockboards and levelers are properly secured and lip engagement is verified before being driven over **29 CFR 1910.178(n)(11)**	
☐	Dockboards are driven over carefully and slowly and rated capacity is never exceeded **29 CFR 1910.178(n)(11)**	
☐	Trucks damaged or found unsafe at the dock are removed from service until repaired by authorized personnel **29 CFR 1910.178(p)(1)**	
☐	The dock face, threshold, and approach are kept clean and orderly and free of hazards such as debris, spills, snow, and ice **29 CFR 1910.22(a)**	
☐	Open dock doors with no trailer present are protected by a gate, barrier, or chain	

WARNINGS

Never put hands or feet under a leveler deck or lip

Never drive onto a plate you have not seen fully engaged

An open dock door with no trailer is a fall hazard: gate it every time

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE