SITE survey. APP

SITE SURVEY REPORT

Dock Leveller and Loading Bay Inspection

Prepared for	Northpoint Distribution
Date	5 Oct 2026
Site	Northpoint Distribution
Prepared by	G. Shaw

FORM

Dock Leveller and Loading Bay Inspection

1. Site

Project	Northpoint Distribution: monthly loading bay inspection (completed example)
Client	Northpoint Distribution
Site	Northpoint DC
Site address	Northpoint Park, Doncaster
Inspection date	5 Oct 2026
Inspector	G. Shaw, shift manager
Last engineer service of the levellers	26 Mar 2026
Service interval in your maintenance plan (months)	6
Days since the last engineer service	193

> 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 1: Bay 1

Bay number	Bay 1
Bay position (GPS)	Bay 1, yard side · 53.522960, -1.118710 (SE 58525 03282, ±8 m)
Leveller deck and lip	OK
Hydraulics, no leaks	OK
Toe guards and side skirts	OK
Dock door and shelter	OK
Vehicle restraint, chocks or interlock	OK

Traffic lights and signals	OK
Dock bumpers	OK
Markings and edge protection	OK
Checks with a defect	0
Result	Safe to use

Photos



Bays 2: Bay 2

Bay number	Bay 2
Leveller deck and lip	OK
Hydraulics, no leaks	Defect
Toe guards and side skirts	OK
Dock door and shelter	OK
Vehicle restraint, chocks or interlock	OK
Traffic lights and signals	OK
Dock bumpers	Defect
Markings and edge protection	OK
Checks with a defect	2
Result	Use with care: repair booked
Defects	Slow hydraulic leak; left bumper split. Engineer booked 7 Oct.

Photos





Bays 3: Bay 3

Bay number	Bay 3
Leveller deck and lip	Defect
Hydraulics, no leaks	OK
Toe guards and side skirts	Defect
Dock door and shelter	OK
Vehicle restraint, chocks or interlock	None fitted
How driveaways are prevented at this bay	Bay not used for loading
Traffic lights and signals	None fitted
Dock bumpers	OK
Markings and edge protection	Defect
Checks with a defect	3
Result	Out of use
Defects	Lip will not extend; toe guard bent. Coned off.

Photos



Bays 4: Bay 4

Bay number	Bay 4
Leveller deck and lip	OK
Hydraulics, no leaks	OK
Toe guards and side skirts	OK
Dock door and shelter	OK
Vehicle restraint, chocks or interlock	None fitted
How driveaways are prevented at this bay	Key control (driver's keys held)
Traffic lights and signals	OK
Dock bumpers	OK
Markings and edge protection	Defect
Checks with a defect	1
Result	Use with care: repair booked
Defects	Yellow edge markings worn at the dock edge. Repaint booked 12 Oct. Driver's keys held in goods-in office while loading.
Bays inspected	4
Safe to use	1
Use with care	2
Bays out of use	1

Bays with no vehicle restraint	2
Defects found	6
Bays with no driveaway control	0

3. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Repair bay 3 leveller and quote vehicle restraints for bays 3 and 4.

What needs doing?	Repair bay 3 leveller and quote vehicle restraints for bays 3 and 4.
Who will do it?	Facilities
Due date	12 Oct 2026
Status	Open

Further actions 2: Book the six-monthly leveller service, now overdue, and repair the bay 2 hydraulic leak and bumper at the same visit.

What needs doing?	Book the six-monthly leveller service, now overdue, and repair the bay 2 hydraulic leak and bumper at the same visit.
Who will do it?	Facilities
Due date	7 Oct 2026
Status	In progress

Further actions 3: Repaint the bay 4 dock edge markings.

What needs doing?	Repaint the bay 4 dock edge markings.
Who will do it?	Site services
Due date	12 Oct 2026
Status	Open
Inspector name	G. Shaw, shift manager
Position or company	Shift manager
Inspector signature	

Signing records what was found on the day. It is not a guarantee of condition and does not replace any examination, test, design check or repair needed from a competent person.