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Guideline /
THOROUGH EXAMINATION OF
DOCK LEVELLERS



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1 FOREWORD : IMPORTANT NOTICE FOR THE INSPECTOR

- a) The recommendations and advice contained in this Guidance Note are based on specifications, procedures and other information that have been collected from the FEM from its members. They represent what is, as far as FEM is aware, the best available data at the time of publication on the instruction and use of dock levellers in the general conditions described and are intended to provide guidance for such use.
- b) The suitability of this Guidance Note must be determined by the judgement of the person applying it in accordance with the conditions in which use is envisaged and subject to all relevant statutory requirements.
- c) FEM accepts no responsibility for the recommendations, advice, statements and conclusions expressed or implied and gives no warranty, representation or assurance with respect to the accuracy or validity of the same.

2 INTRODUCTION

A thorough examination of Dock Levellers should be carried out by a competent person at periodic intervals as prescribed in Directive 89/655/EC, as amended by Directive 95/63/EC, on the Use of Work Equipment. This is in addition to any guidelines recommended by the manufacturer.

3 SCOPE

The scope of this inspection applies to all Dock Levellers as defined in EN 1398:2009

4 NORMATIVE REFERENCES

EN 1398:2009 Safety requirements of Dock Levellers

EN 45004:1995 General criteria for the operation of various types of bodies performing inspection.

5 DEFINITIONS

5.1 Competent person

A person who has such appropriate practical and theoretical knowledge and experience of dock levellers or who with suitable training as will enable them to detect defects or weaknesses and to assess their importance in relation to the safety and continued use of the dock leveller and be in a position either to report them to management or to take remedial action.

The term “competent person” can refer both to individuals and to the companies by whom they are employed.

Persons may be suitably trained, for example, by the manufacturer of the dock levellers. The choice of the competent person to carry out the examination is at the discretion of the user or owner as long as the person chosen meets the requirement of “competent person”.

Competent persons must be objective in their evaluation from a standpoint of safety (for reference see EN 45004).

5.2 Owners and Occupiers

Owners are expected to take reasonably practical measures to ensure that the premises, as well as any plant provided for use there, are safe and without risk.

NOTE:

In buildings in which there are dock levellers, it is generally clear who has responsibility for providing the dock leveller and for ensuring its continued safe use. These may be different people, for example the person who is ‘in control’ of the dock leveller may be the owner of the premises in which it is installed or it may be the occupier of those premises. It is the person or company who has control of the dock leveller who is considered the owner.

6 PERFORMING EXAMINATIONS

The examinations are to be performed by a competent person and a written record of the examination results must be provided. See ANNEX 1.

The Dock Leveller should be put through at least one full cycle to check for correct operation and any hazards.

Examinations shall be carried out at least annually.

a. STEEL STRUCTURES AND MECHANICAL MECHANISMS

i. Anchorages

Visually check Dock Leveller anchorages for security including welds in the case of Dock Levellers welded in position.

ii. Cast In Items

Visually check the integrity of any cast in items.

iii. Base Frame and Top Platform

Visually check the top platform and underside frame for deformation and or distortion caused by wear, overload or impact.

iv. Bearing Points

Visually check all hinge, bearing and pivot points for wear or seizure paying particular attention to the rear platform and lip hinges.

v. Mechanical Linkages

Visually check all mechanical linkages and mounting points.

i. Sliding Lips

Visually check sliding mating faces for extreme wear on sliding lip type Dock Levellers.

ii. Welded Joints

Visually check welds for failure paying particular attention to lip hinges and rear platform hinges.

b. ELECTRICAL EQUIPMENT

i. Electrical Wiring

Visually check electrical wiring for damage to insulation and or connections.

ii. Electrical Devices

In order to verify that electrical devices are in efficient working order, a functional test of each of these devices should be undertaken.

iii. Earth Bonding

Visually check for correct earth bonding to main structure of Dock Leveller.

c. HYDRAULIC SYSTEMS

i. Hydraulic Hoses

Visually check hoses, pipes and connections for damage, leakage, wear, bulges and kinks.

d. SAFETY EQUIPMENT

i. Electrical Emergency Stop

Test check that all emergency stop devices are working correctly.

ii. Maintenance Support Device

Test check that the supporting device for maintenance can be operated from a safe position and is operating correctly.

iii. Side Guards

Test check that the platform side guards are present and are operating correctly through the full cycle of the Dock leveller.

iv. Dock Bumpers

Visual check the integrity of the Dock Bumper fixings along with the correct projection from the dock face to ensure that the Dock Leveller lip is resting sufficiently on the vehicle bed.

v. Automatic Return

Test check if fitted any automatic system to return the platform to its stored position, and that devices fitted to prevent unintentional operation are working correctly.

e. MISCELLANEOUS

i. Labelling

Visually check that all safety labels are present and legible.

Visually check that capacity data plates are securely fixed in the correct position and are legible.

ii. Operating Instructions

Visually check that the operating instructions are available to the operator.

CHECK LIST

Thorough examination of Dock Levellers				
User	Type of Dock Leveller			
	Manufacture/Model			
	Rated capacity			
				Serial No./Year of manufacture
	No.	VISUAL CHECK	TEST CHECK	Remarks/Comments
6.1 STEEL STRUCTURES				
Anchorage	6.1.1			
Cast In Items	6.1.2			
Base Frame and Top Platform	6.1.3			
Bearing Points	6.1.4			
Mechanical Linkages	6.1.5			
Sliding Lips	6.1.6			
Welded Joints	6.1.7			
6.2 ELECTRICAL EQUIPMENT				
Electrical Wiring	6.2.1			
Electrical Devices	6.2.2			
Earth Bonding	6.2.3			

CHECK LIST continued

6.3 HYDRAULIC SYSTEMS				
Hydraulic Hoses	6.3.1			
6.4 SAFETY EQUIPMENT				
Electrical Emergency Stop	6.4.1			
Maintenance Support Device	6.4.2			
Side Guards	6.4.3			
Dock Bumpers	6.4.4			
Automatic Return	6.4.5			
6.5 MISCELLANEOUS				
Labelling	6.5.1			
Operating Instructions	6.5.2			
Organisation:				Checked:
				Date:
				Name:

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